CHAT USER MANUAL

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Modules

The chat bar is loaded with a variety of modules. These features help enhance the overall functioning of the bar.
All the modules are located at the bottom left corner of your screen.

Figure 1

Home:

Click on the " "button to go to the site home page with single click access.

Chatrooms:

You can create a buzz and gather your friends into a single place using chatrooms.
"Chatrooms " provide you a venue with a common interest to communicate in real time.

This module consists of three important tabs

- Lobby
- Create Chatroom
- Popout

Lobby:

You can have a view at all the active chatrooms along with the number of online users in each chatroom just by clicking the “lobby” tab.

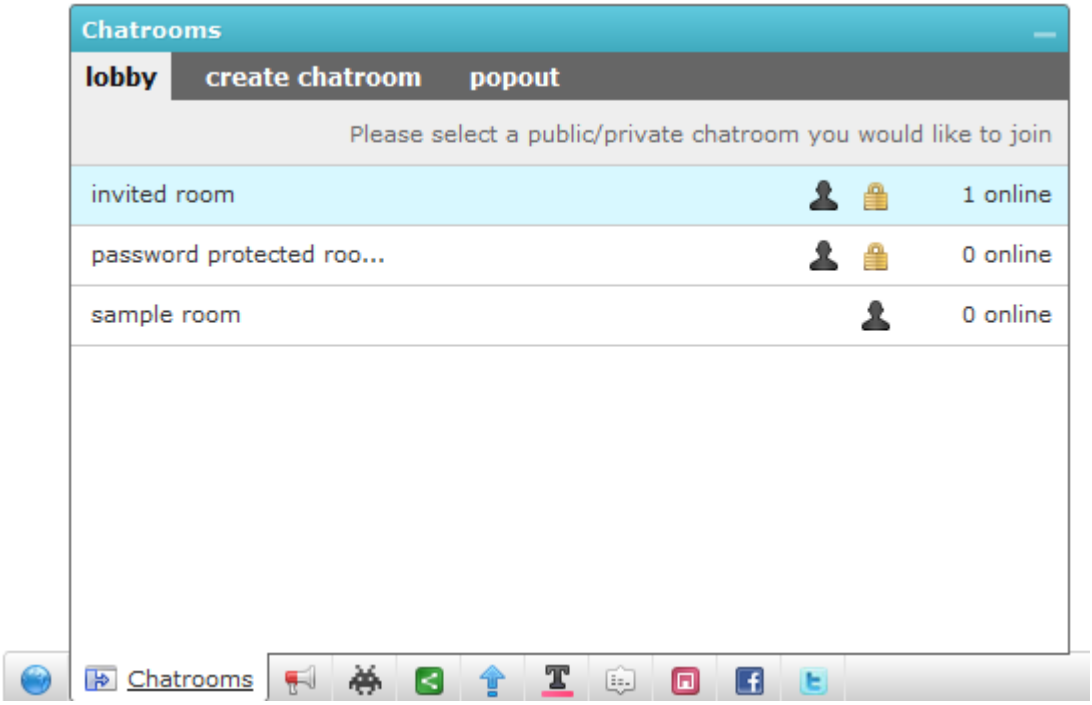


Figure 2

Create Chatroom:

You can create your own temporary chatrooms. These chatrooms can either be

- Public Room
- Password-protected Room
- Invitation-only Room

Public room:

To create a “public chatroom”,follow the steps listed below:

- Click on the “create chatroom” tab in the chatroom module.
- Set a name for the chatroom in the text box provided.
- Select “Public room” from the “Type” dropdown box.
- Click on the “Create room” button to create a new “Public Room”.

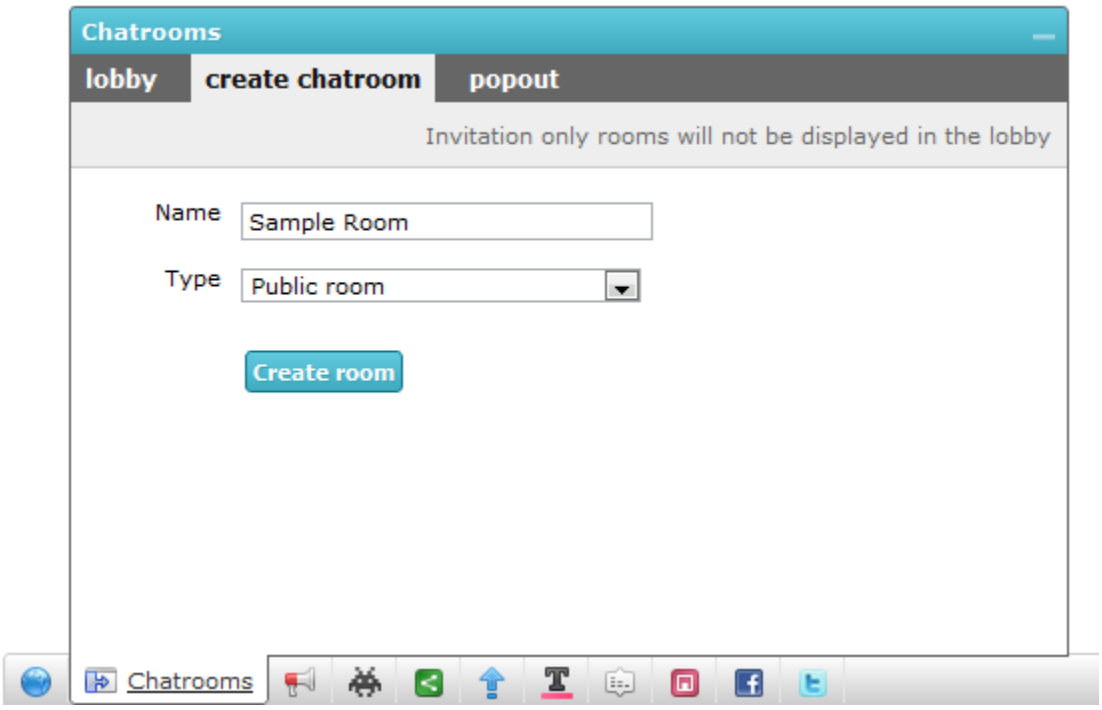


Figure 3

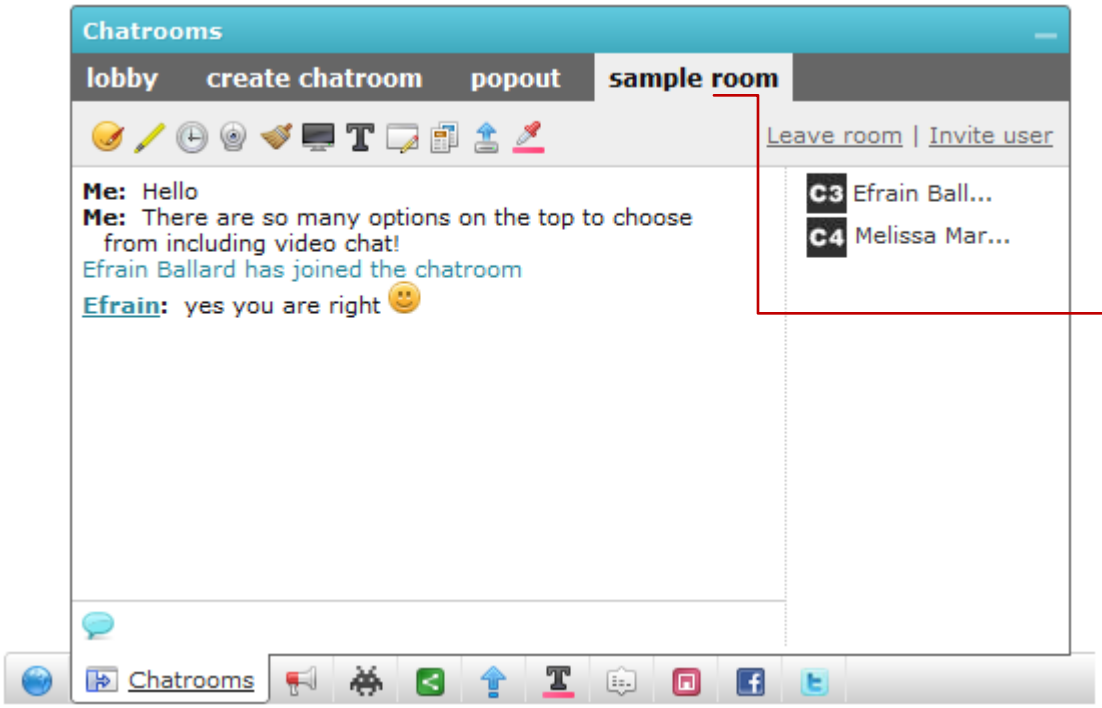


Figure 4

Note: The validity of the chatroom is for a limited period of time i.e. as long as you are active in the website chatroom.

There are various features that can make the entire chatting experience in the chatroom very interesting.

Password Protected Room:

To create a “Password-protected chatroom”, follow the steps listed below:

- Click on the “create chatroom” tab in the chatroom module.
- Set a name for the chatroom in the text box provided.
- Select “Password-protected room” from the “Type” dropdown box.
- Set a password for the chatroom.
- Click on the “Create room” button to create new “Password-Protected Room”.

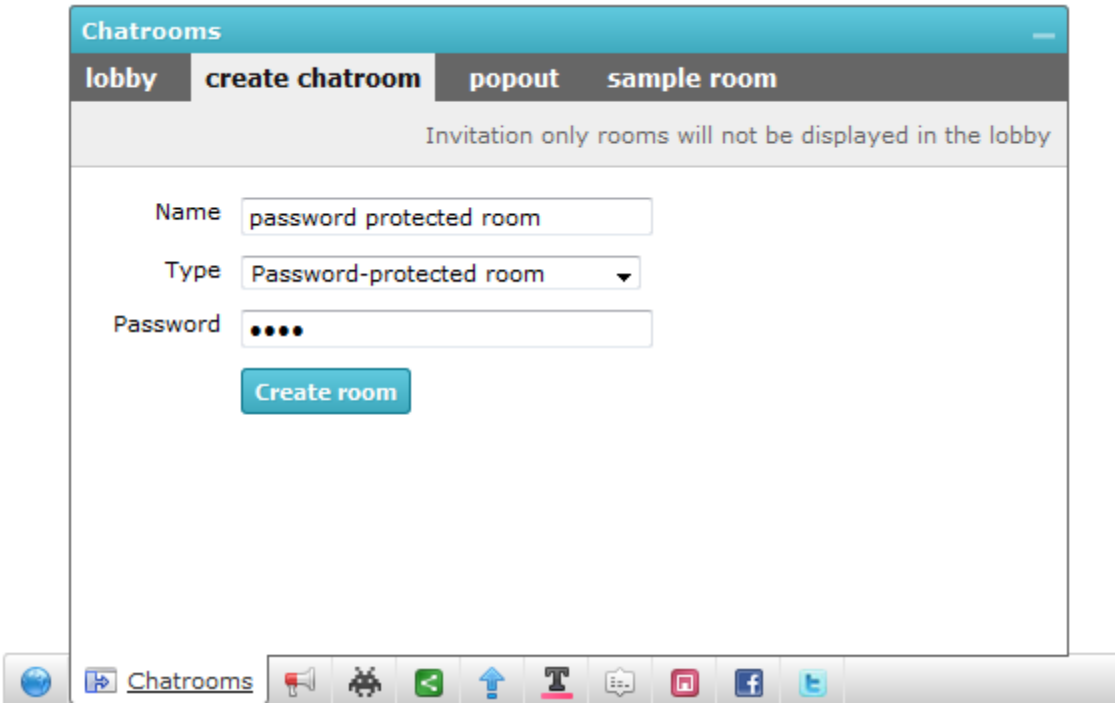


Figure 5

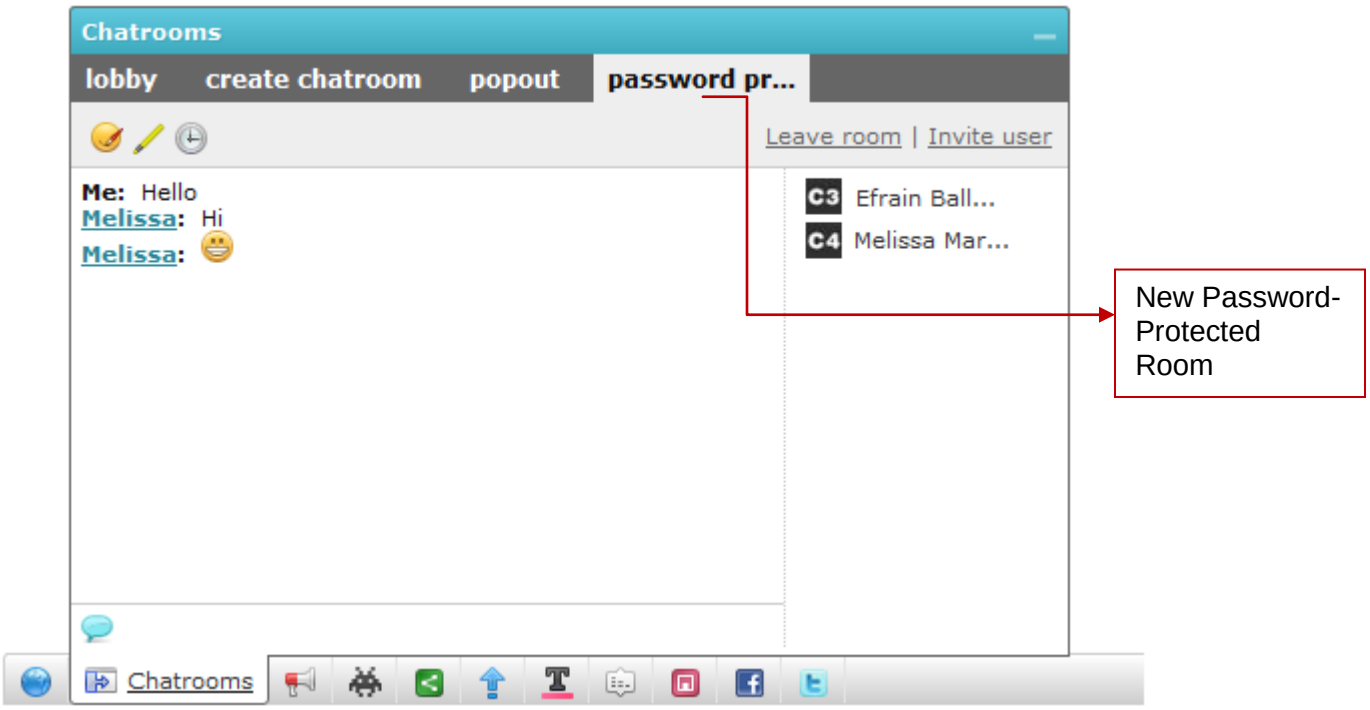


Figure 6

Note: Password protected chatrooms can be accessed by only those users who know the password to the room.

Invitation Only Room:

To create an “Invitation only room”, follow the steps listed below:

- Click on the “create chatroom” tab in the chatroom module.
- Set a name for the chatroom in the text box provided.
- Select “Invitation only room” from the “Type” dropdown box.
- Click on the “Create room” button to create a new room.

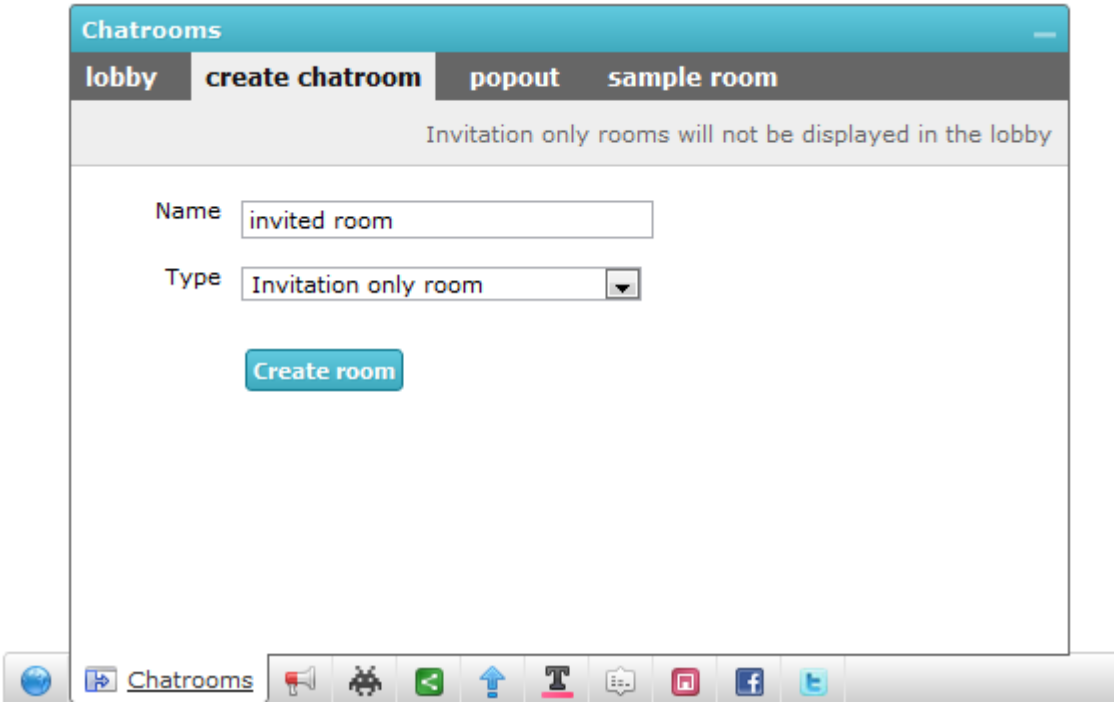


Figure 7

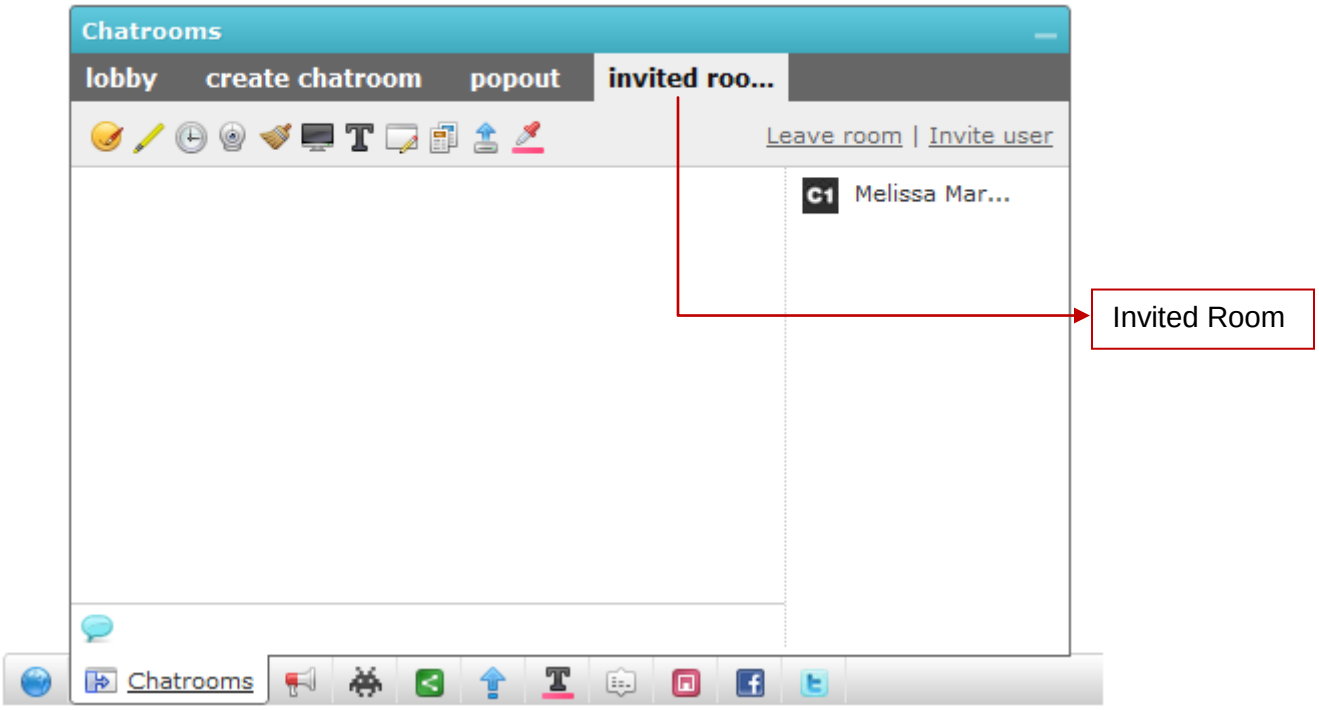


Figure 8

Note: In the “Invitationonly room”, only those friends/userswho receive an invitation are granted access to the chatroom.

“Invitation only room” will not be displayed in the lobby.

Invite User:

To Invite a User, follow the steps listed below:

- Click on the “Invite User” button.
- A new window pops out.
- Select the user you want to invite.

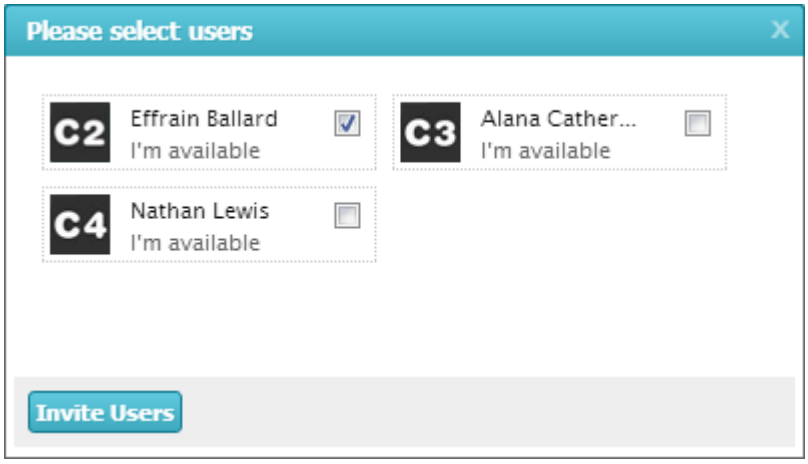


Figure 9

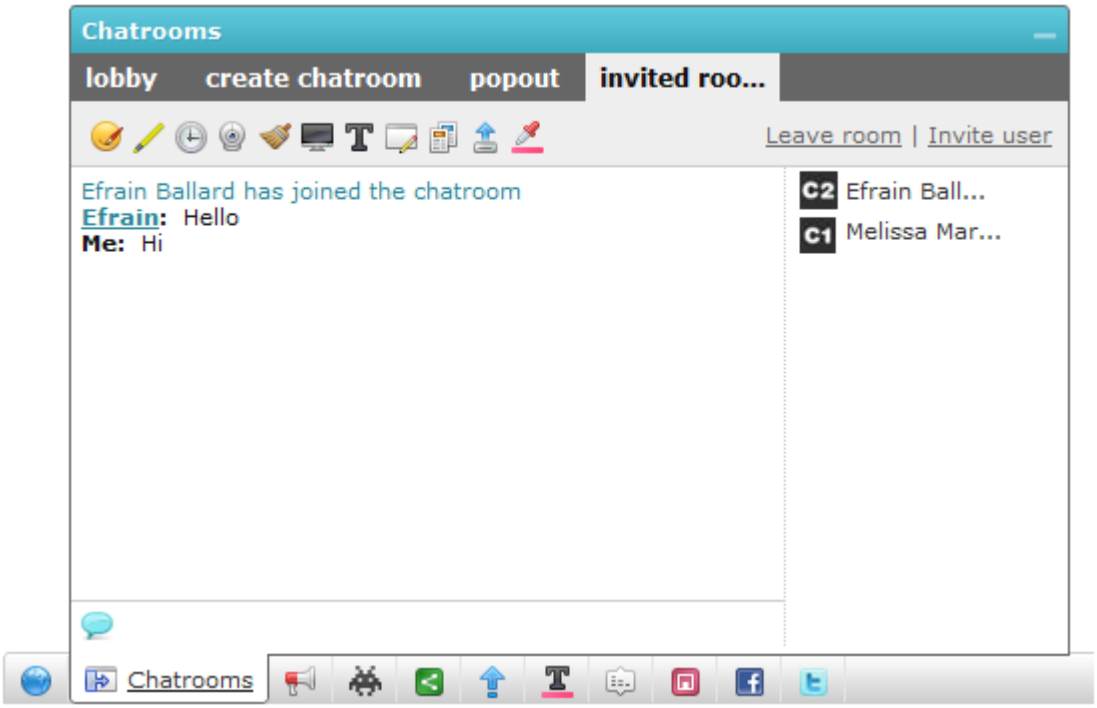


Figure 10

Leave room:

You can always join or leave anychatroom.

To leave a chatroom, click on the “Leave room” button.

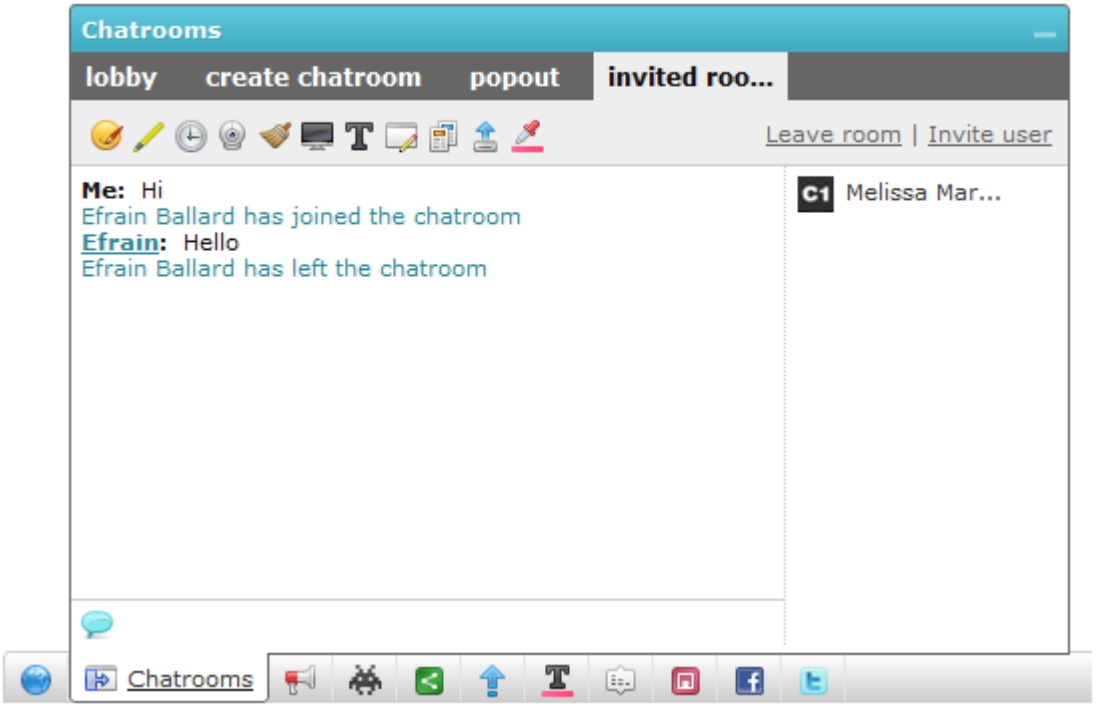


Figure 11

Popout:

For your convenience, you can open the chatroom tab in a separate/new window.
You can have this new chatroom window just by clicking the “Popout” tab.
After clicking the “Popout” button, the new chatroom window opens like the window as shown below.

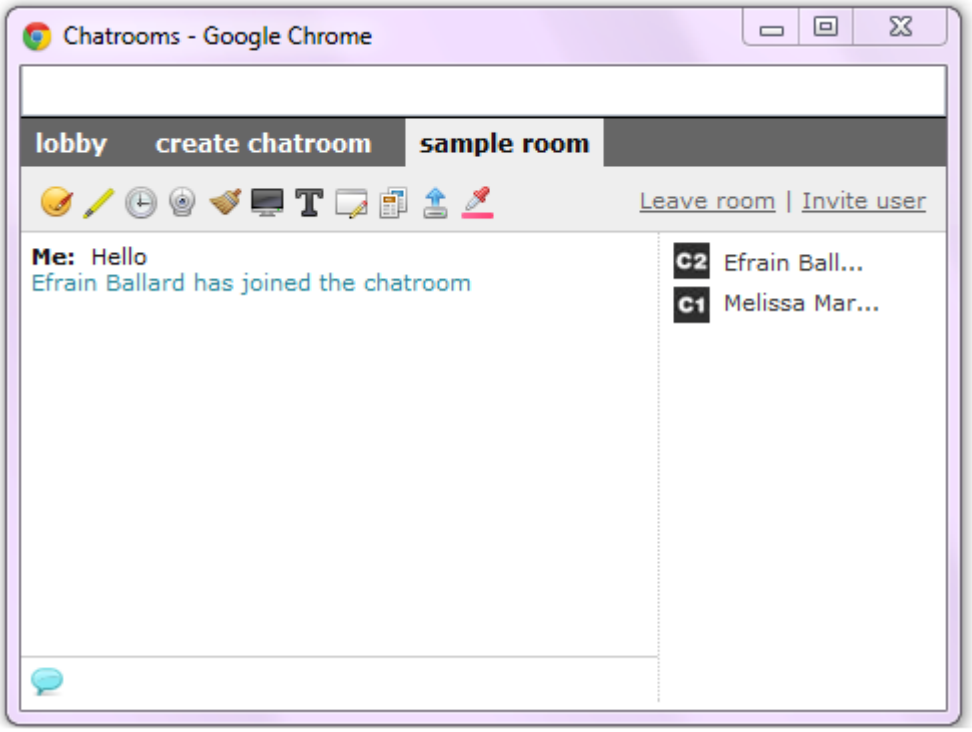


Figure 12

Kick:

The chatroom owner and chatroom moderators can remove any member from his chatroom temporarily by using the “kick” option.

To kick a member from the chatroom, follow the steps listed below:

- Click on the name of the user you would like to kick.
- Click on the “Kick” button on the dialog box that appears on the screen.

The banned member can rejoin the chatroom in the next chatroom session.

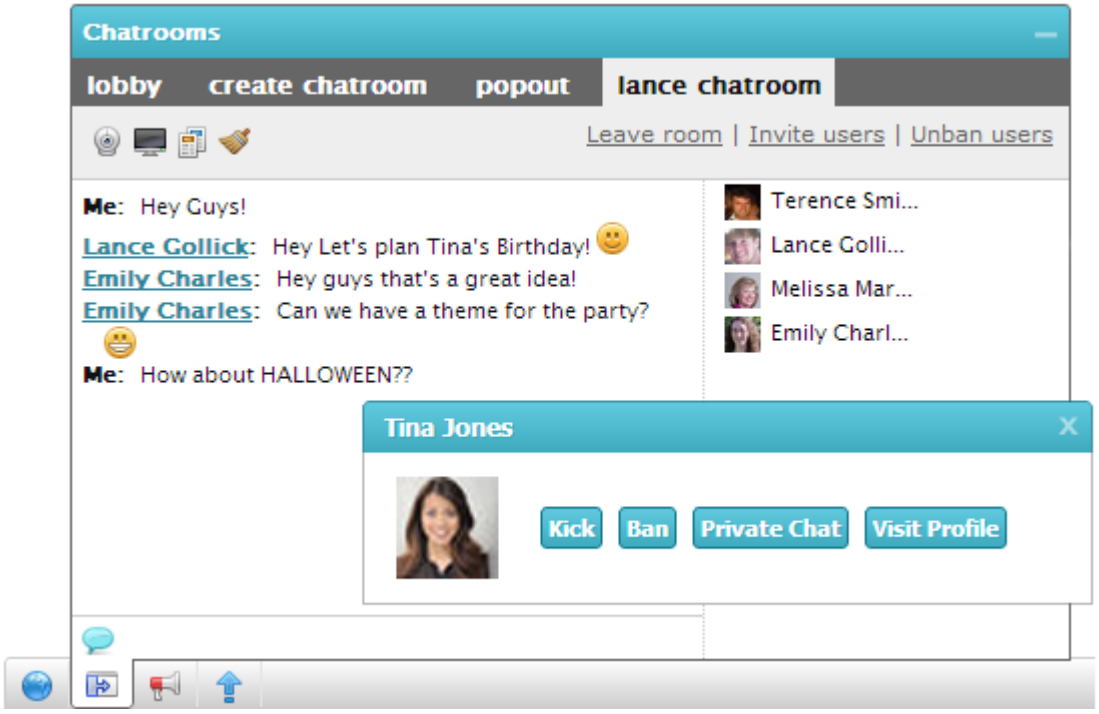


Figure 13

Ban:

The chatroom owner and chatroom moderators can permanently remove any member from his chatroom using the ban option.

To Ban a member from the chatroom, follow the steps listed below:

- Click on the name of the user you would like to Ban.
- Click on the “Ban”button on the dialog box that appears on the screen.

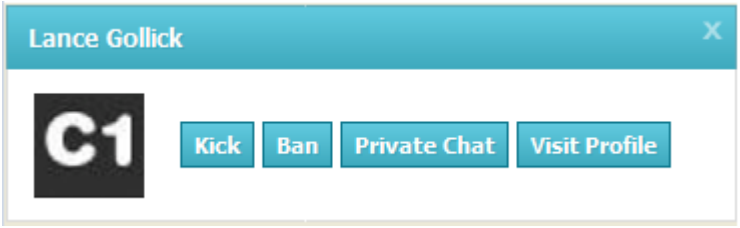


Figure 14

Unban:

The chatroom owner and chatroom moderators can unban the banned users as and when he wants.

To unban a member from the chatroom, follow the steps listed below:

- Click on the Unban option which is to the top of the chatroom window.

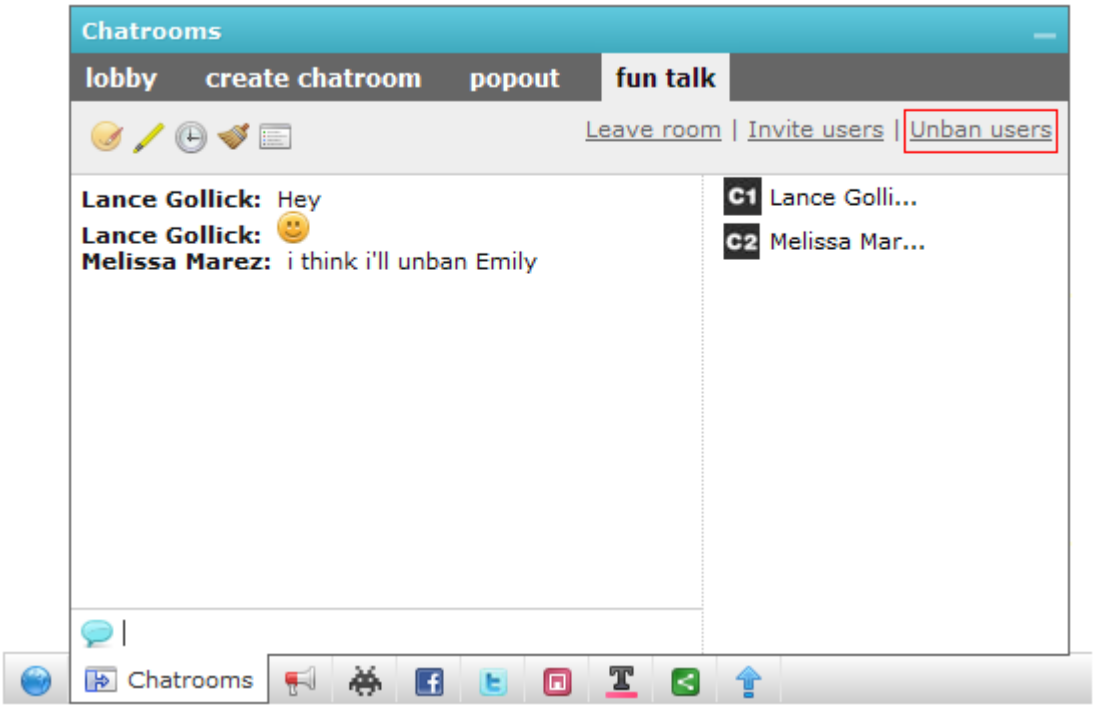


Figure 15

- Select the user that you wish to Unban on the dialog box that appears on the screen.
- Click on the Unban button.

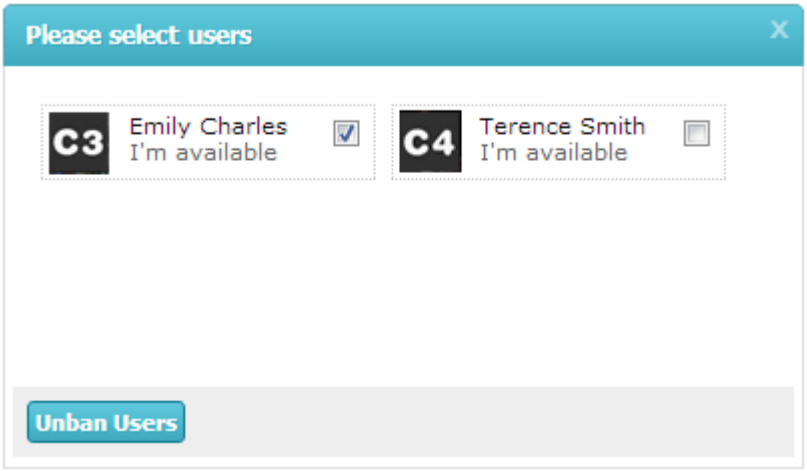


Figure 16

Once Unbanned, the user can join and access the chatroom like any other chatroom user.

Note: Only the Owner and the Moderator can view the Unban option.

Chat History for Chatroom:

The chatroom users can view the chatroom history anytime they want.

Click on the "" button at the top of the chatroom windowto view the chat history,

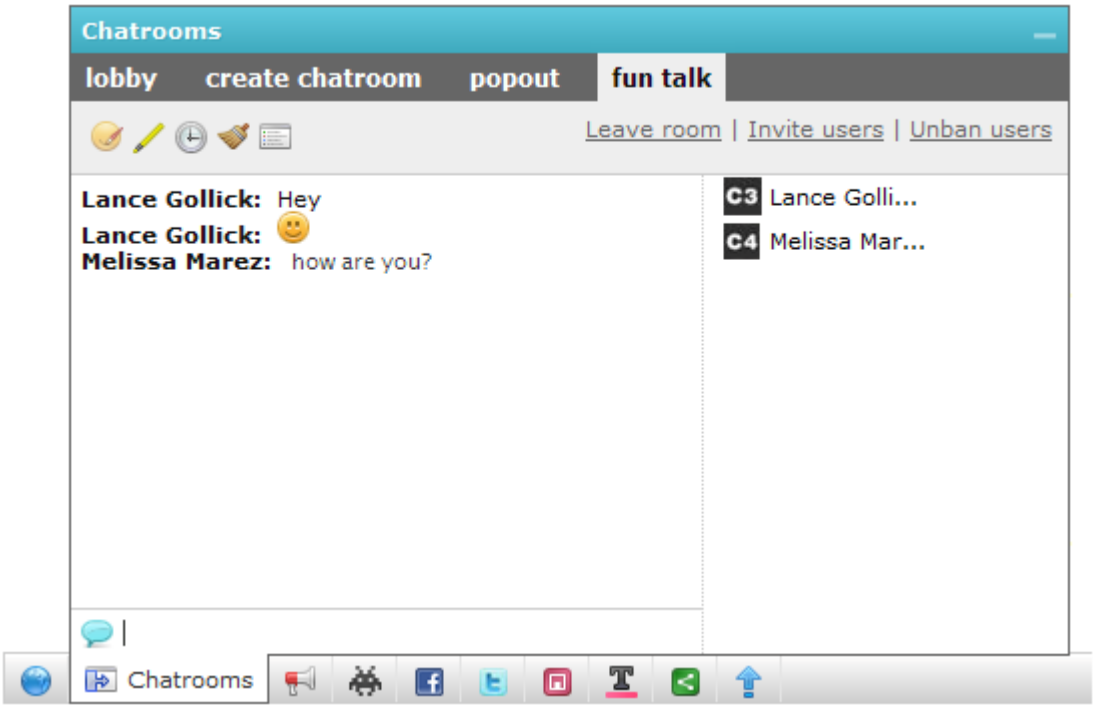


Figure 17

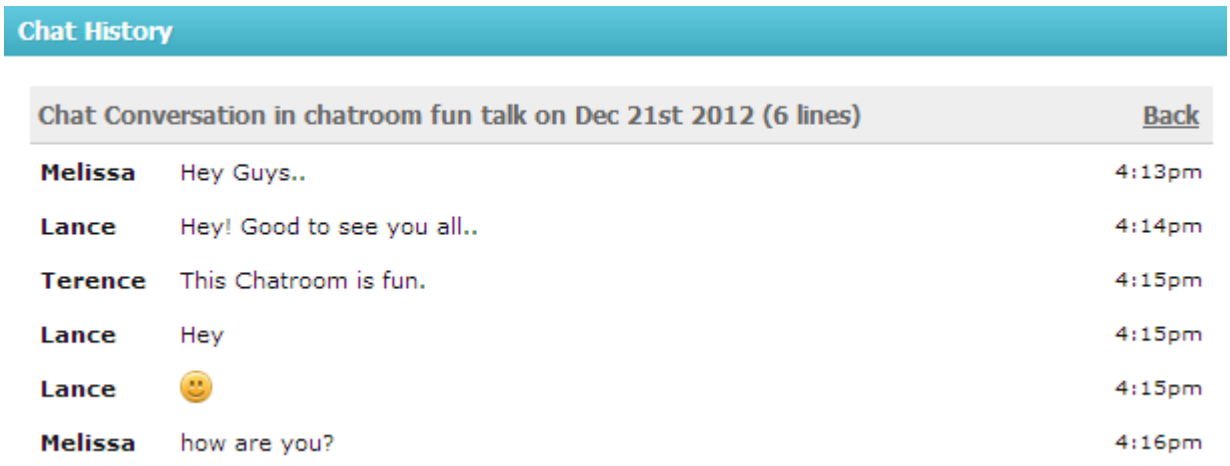

Chat History
Chat Conversation in chatroom fun talk on Dec 21st 2012 (6 lines)
Back
Melissa Hey Guys.. 4:13pm
Lance Hey! Good to see you all.. 4:14pm
Terence This Chatroom is fun. 4:15pm
Lance Hey 4:15pm
Lance 4:15pm
Melissa how are you? 4:16pm

Figure 18

Announcements:

The website owner can alert you with the help of announcements.

These announcements can be pushing advertisements, promotions, site news or any other information.

You can also have a look at all the old announcements by clicking on the“” button, that is placed beside the “Chatroom” tab.

Figure 19

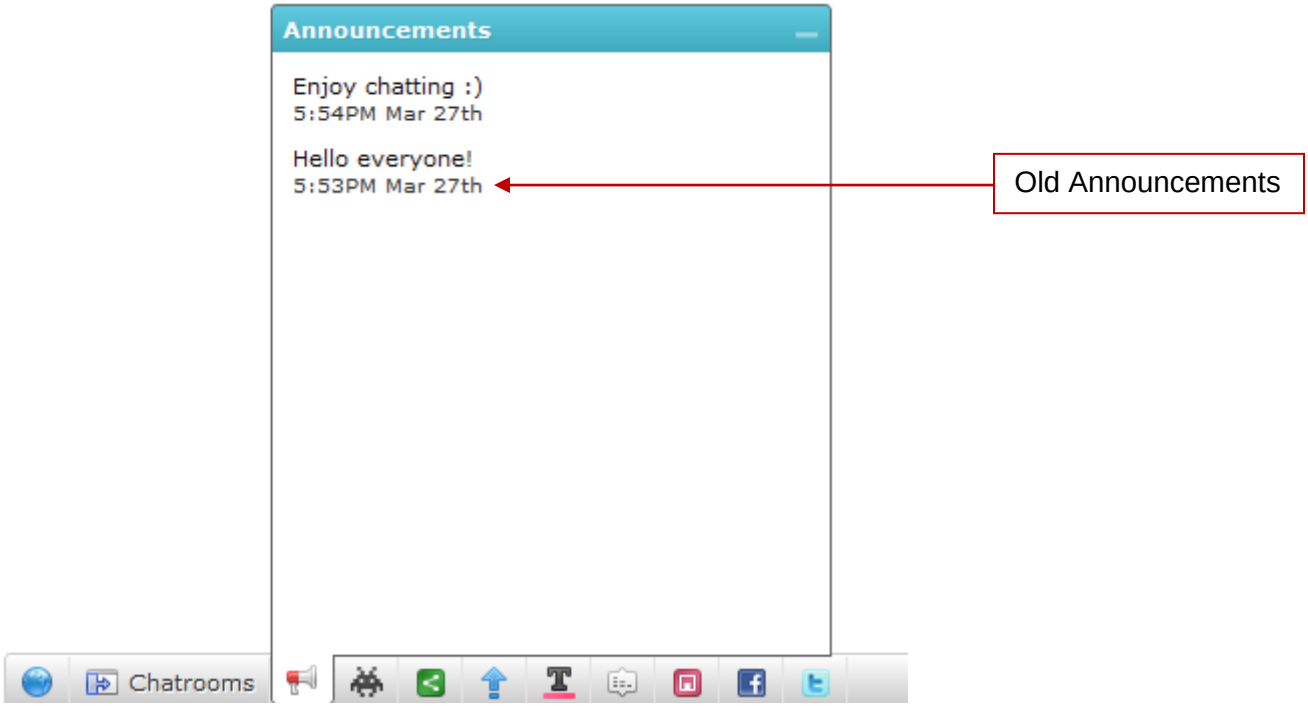


Figure 20

Single Player Games:

You can engage yourself in games for hours as this Chat offers 100+ single player games of various genres.

To play a single player game, follow the steps listed below:

- Click on the "👾" button.
- Select the category or type of game from the game list**.**

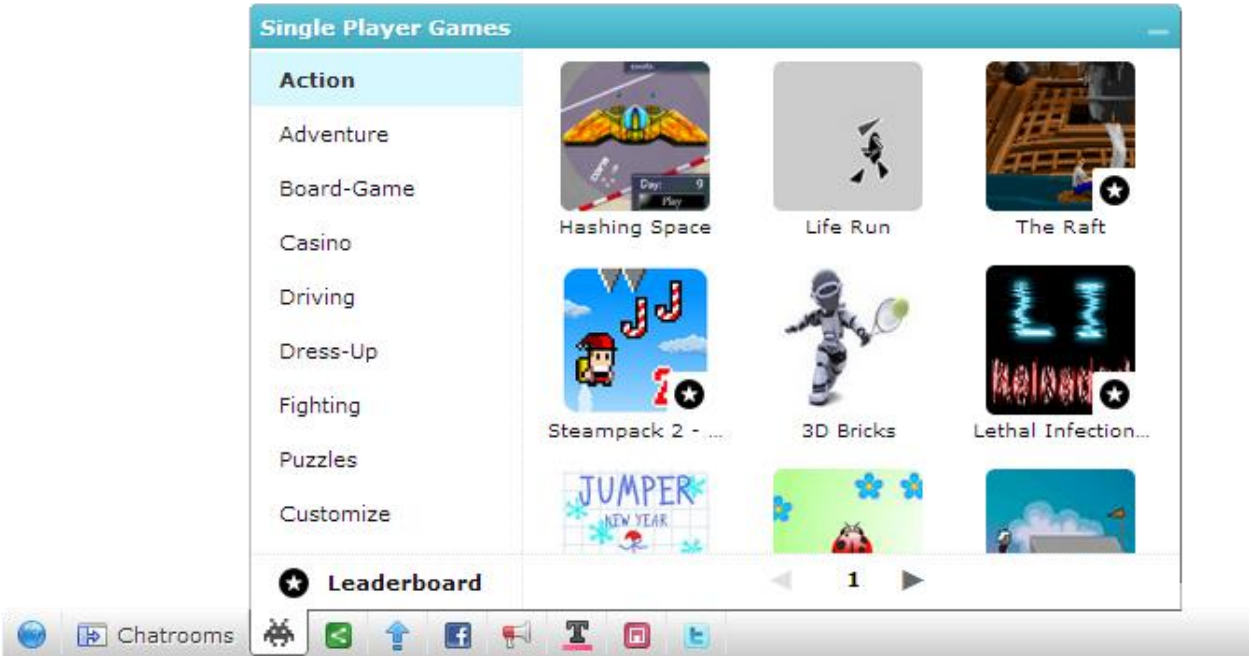


Figure 21

- Click on the game that you wish to play.
- Selected game will be launched in a new window.

All the games marked with the "✪" icon are Leaderboard enabled games. The scores of these games will be recorded and displayed in the Leaderboard.

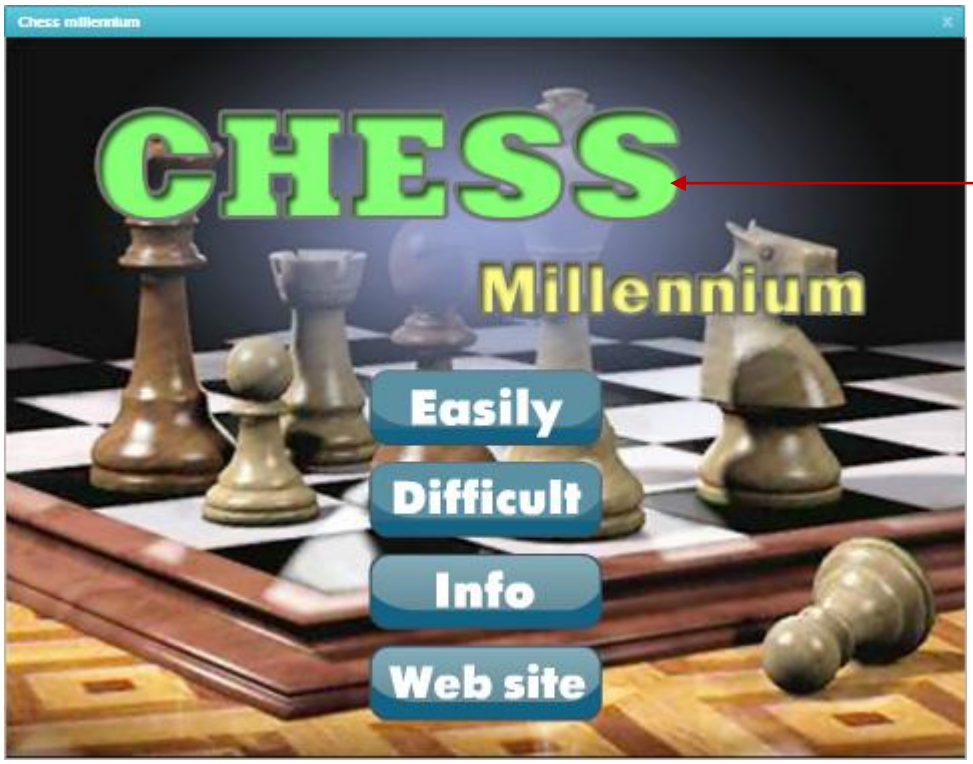

Chess millennium
CHESS
Millennium
Easily
Difficult
Info
Web site
Game launched in a new window

Figure 22

Leaderboard:

Leaderboard in the games plugin tracks all the scores of all the games a user has ever played.

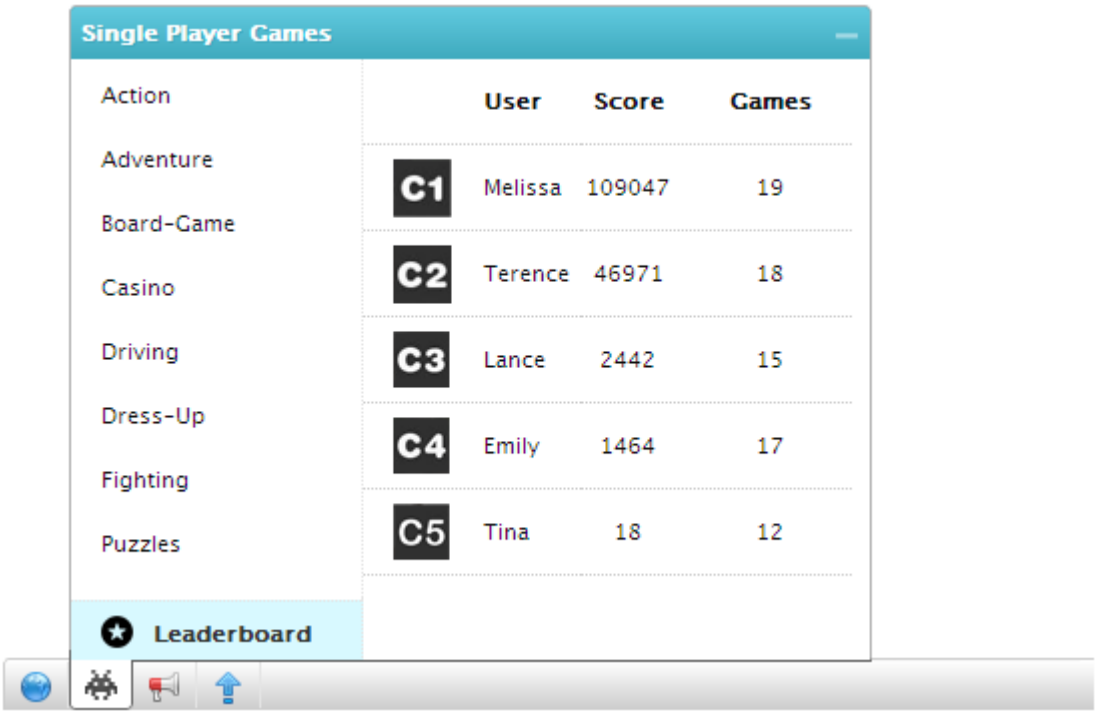


Figure 23

On clicking a user, his detailed score board will be displayed as shown below.

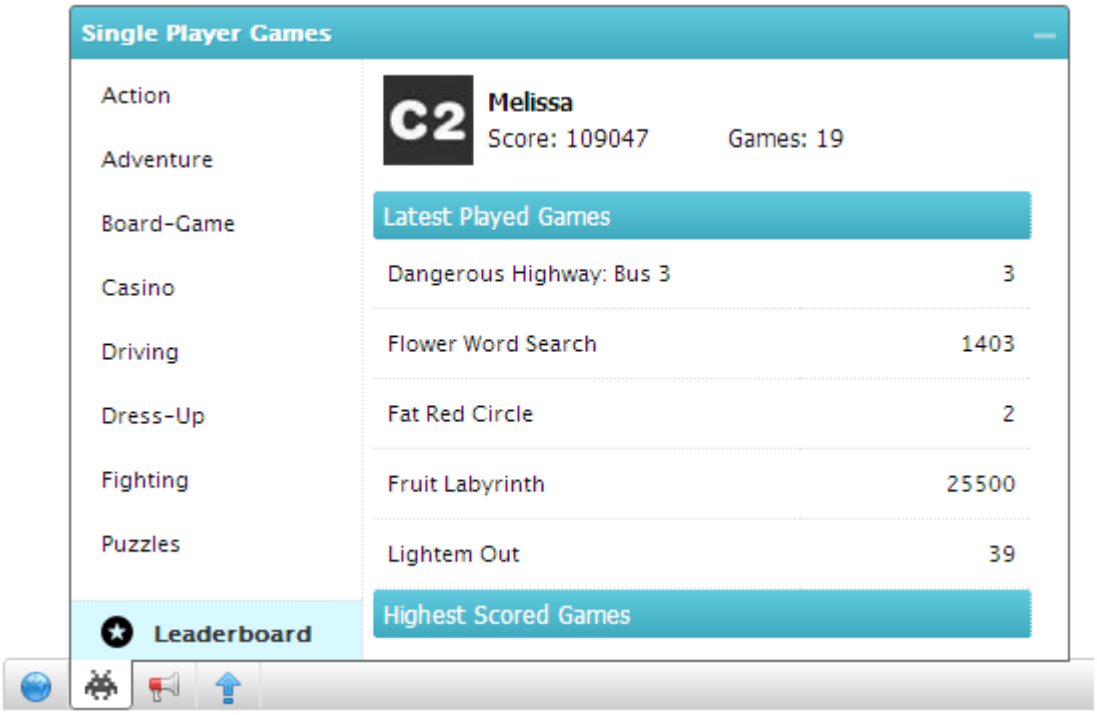


Figure 24

Share This Page:

With this module you can share, save and distribute contents of a website through Facebook, Twitter, My Space, Digg This, StumbleUpon and other social networking sites and blogs.

A website content can be sharedby clicking on the “”button.

Figure 25

Scroll To Top:

Click onthe “” button to go to the top of the current webpage that you are browsing.

Change Theme:

You can apply different themes and change the look and feel of the Chat. This module enables you to take control of the way the site looks.

Click on the“” button to get access to this module.

Note: You get the options of different themes that are readily available.

Translate Page:

With the help of this module you have the power and ability to translate any page on the website with a single click without any reload.

Click on the "" button and choose the language in which you would like to view the page.

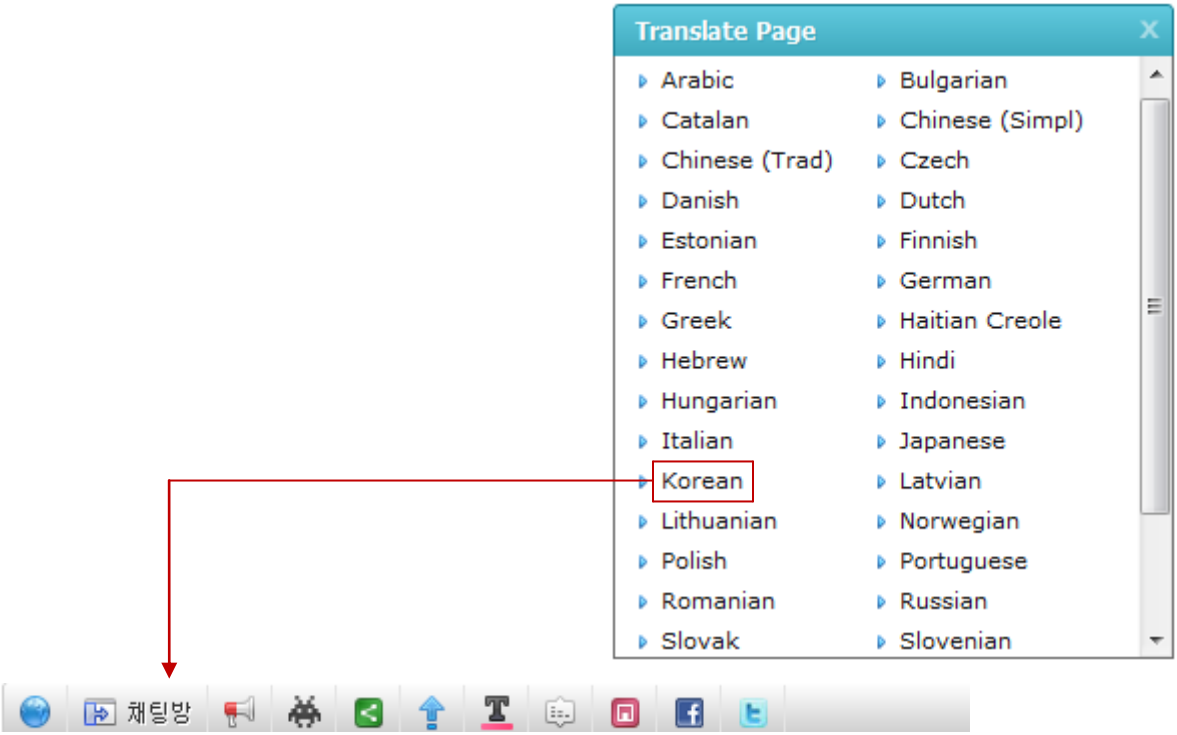
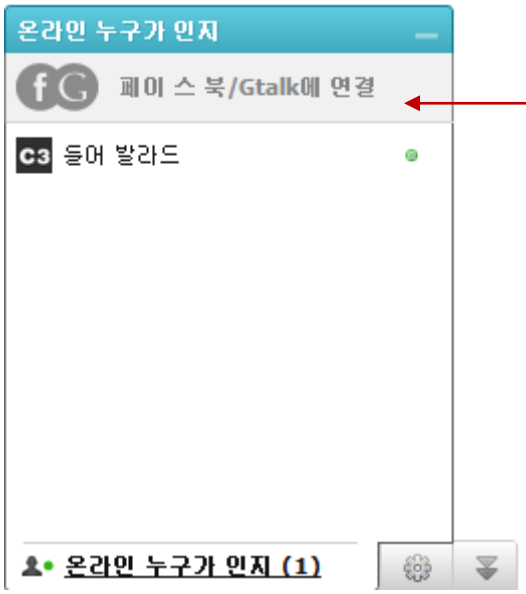


Figure 26



Contents in the chat box is translated to Korean

Figure 27

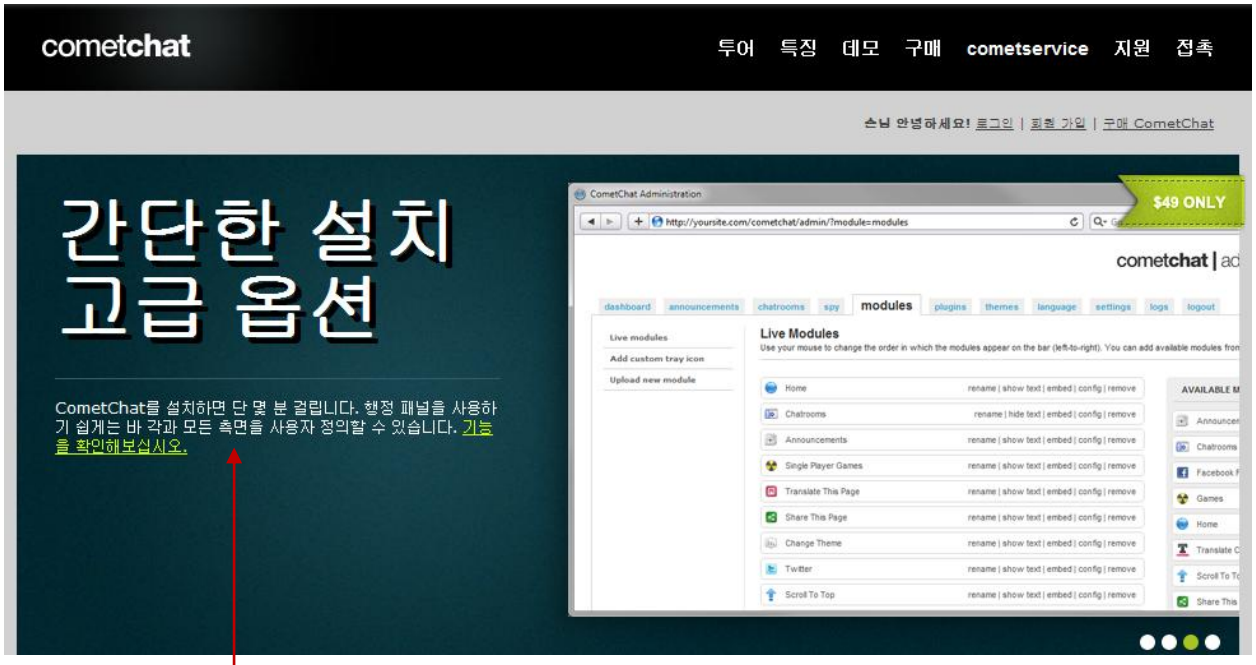


Figure 28

Webpage Translated

Facebook Fan Page:

With the help of this module, you can have a view at the “Facebook Fan Page” where you can check the fan base and read different posts that have been shared by the website owner. You also have the option of hitting the Facebook “Like button” if you like the content that has been shared.

Click on the “ ” button to have access to “Facebook Fan Page” module.

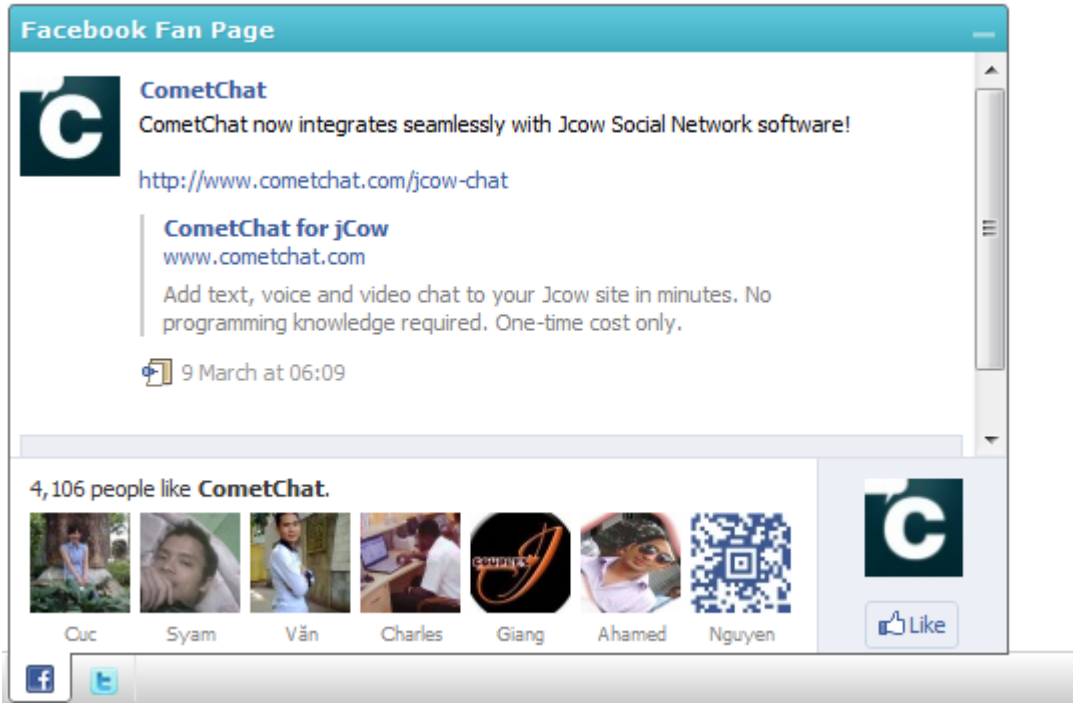


Figure 29

Twitter:

With help of this module you can have a look at the latest tweets and can also become a follower.

Click on the “ ” button to use this module.

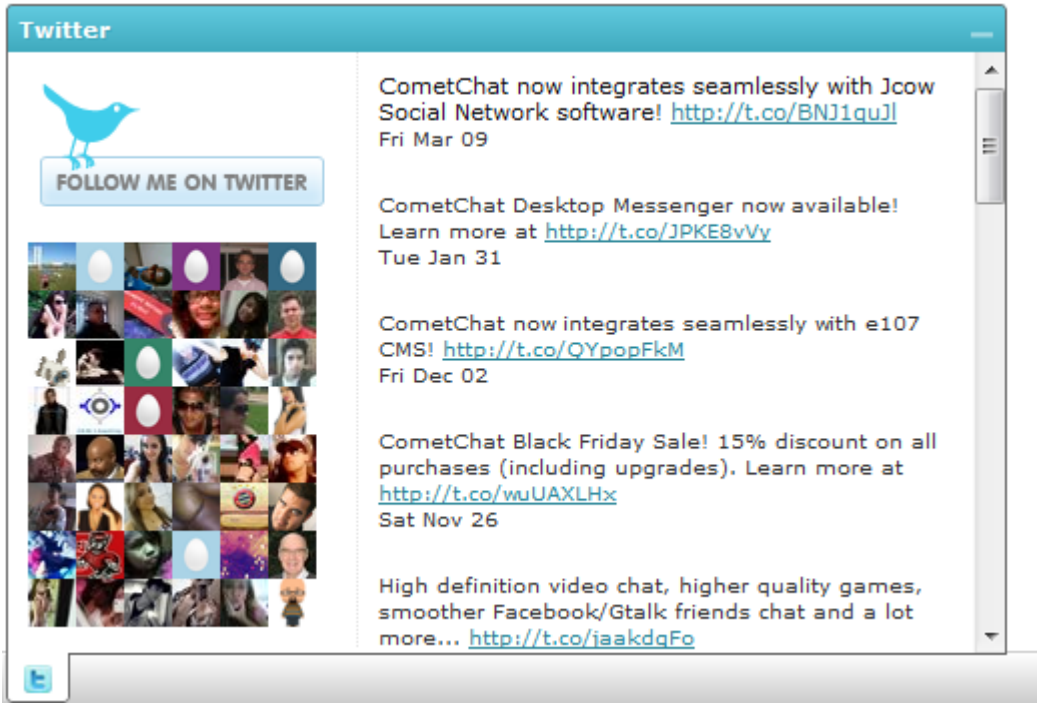

Twitter
FOLLOW ME ON TWITTER
CometChat now integrates seamlessly with Jcow Social Network software! http://t.co/BNJ1quJl
Fri Mar 09
CometChat Desktop Messenger now available! Learn more at http://t.co/JPKE8vVy
Tue Jan 31
CometChat now integrates seamlessly with e107 CMS! http://t.co/QYpopFkM
Fri Dec 02
CometChat Black Friday Sale! 15% discount on all purchases (including upgrades). Learn more at http://t.co/wuUAXLHx
Sat Nov 26
High definition video chat, higher quality games, smoother Facebook/Gtalk friends chat and a lot more... http://t.co/jaakdqFo

Figure 30

Plugins

The Chat bar comes loaded with a variety of plugins to enhance one-on-one conversations. Plugins can be viewed by clicking on any of the available online users present in the “Who’s Online” tab located at the bottom left corner of the screen.

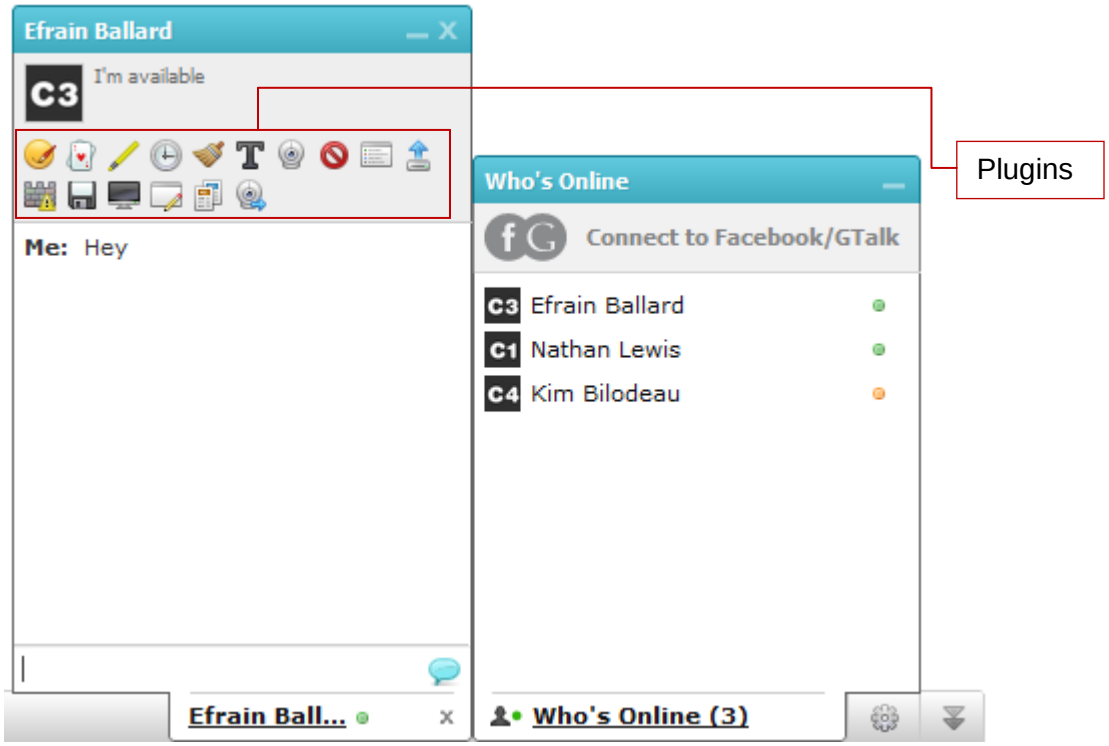


Figure 31

Block User:

To block a user directly from the Chat, follow the steps listed below:

- Select the user to be blocked from your friend list.
- Click on the“ ” button.
- Click on the “OK” button in the dialog box that appears on the screen.

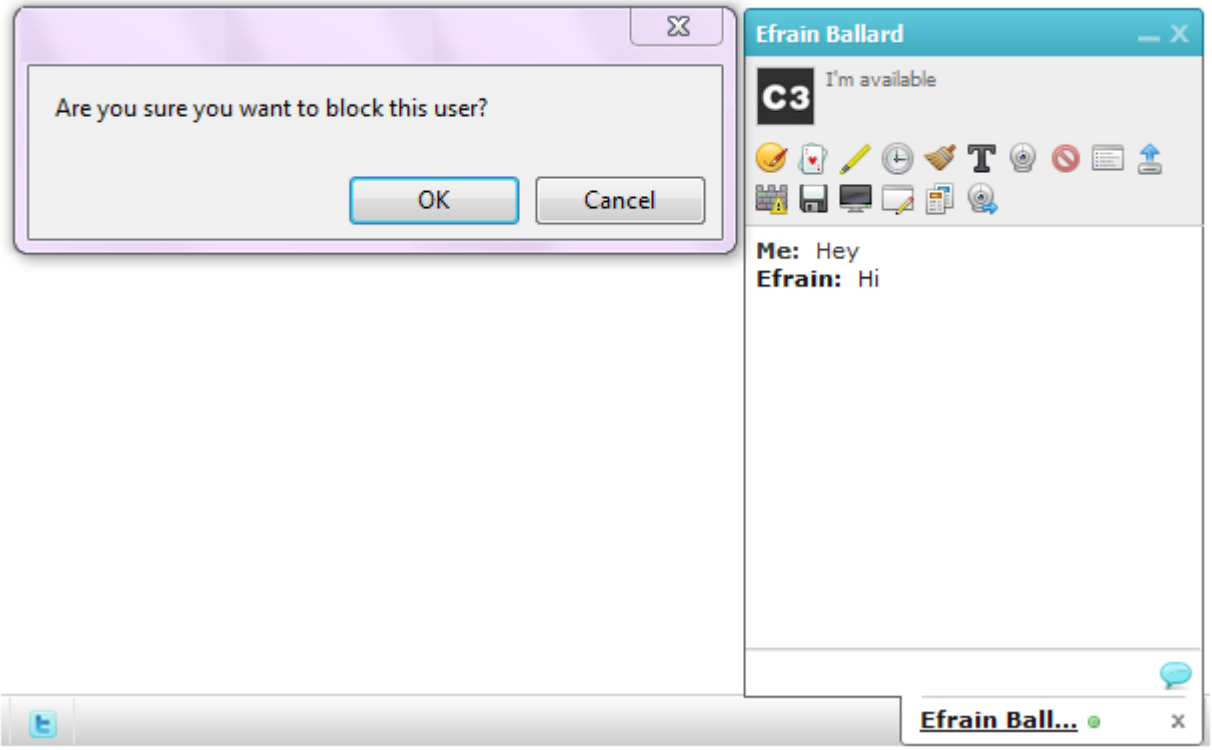


Figure 32

- Then a screen appears with the following message “The user has been blocked successfully. You will not receive any further messages from this user”.
- Click on the “OK” button.
- The user, whom you want to block, has been blocked successfully.

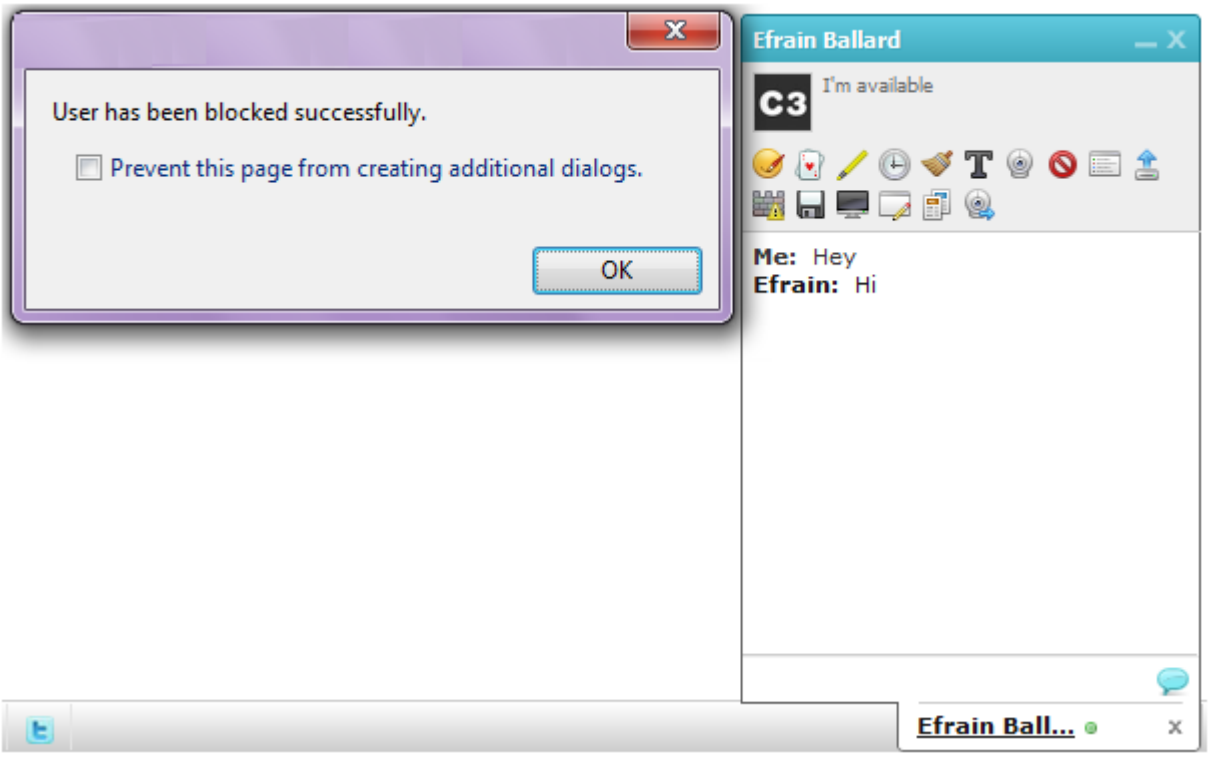

User has been blocked successfully.
Prevent this page from creating additional dialogs.
OK
Efrain Ballard
I'm available
Me: Hey
Efrain: Hi
Efrain Ball...

Figure 33

Unblock User:

This module lets you unblock a user who was blocked previously.

To unlock a user, follow the steps listed below:

- Click on the “Chat options” button located besides the “Who’s Online” tab.
- Select the “Manage blocked users” link.
- Click on the user you wish to unblock.

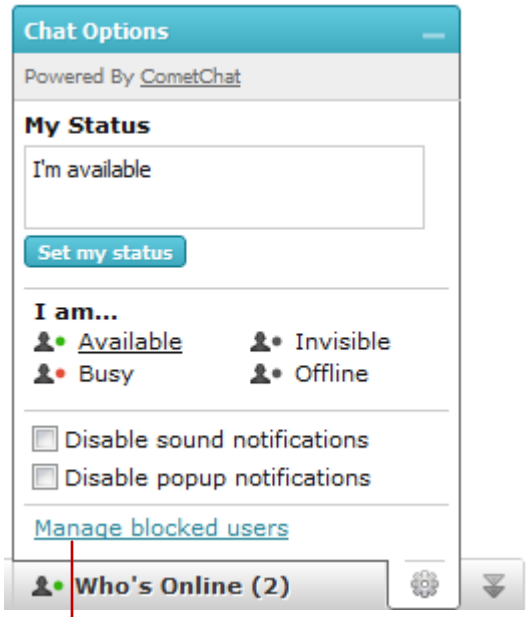


Figure 34

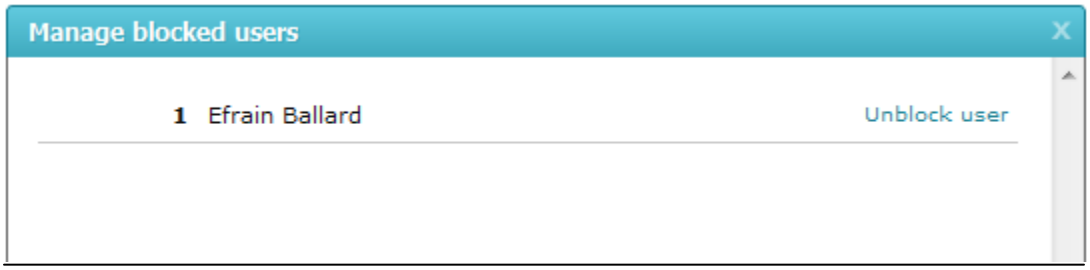


Figure 35

View Chat History:

You can view the chronological logs of your chat history with other users/friends.

To view the chat history, follow the steps listed below:

- Select a friend from your friend list.
- Click on the " " button to view the chat history.
- The chat logs are sorted according to the date and time.
- To view the complete details of those chat logs, click on the tab accordingly.

To view your past chat's with this user click on the user.
Chat History
Melissa Hi
7:17PM Mar 28th
Efrain has invited you to join a chatroom. Click here to join
3:29PM Mar 28th

Figure 36

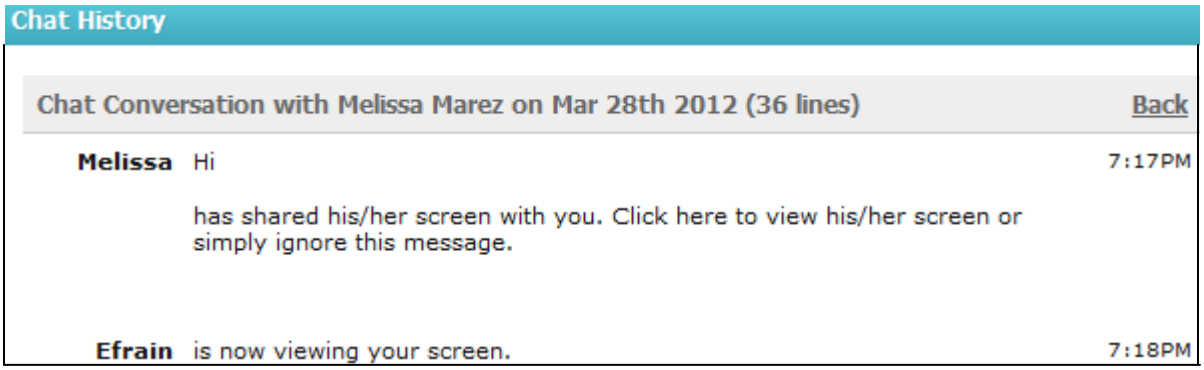

Chat History
Chat Conversation with Melissa Marez on Mar 28th 2012 (36 lines)
Back
Melissa Hi
7:17PM
has shared his/her screen with you. Click here to view his/her screen or simply ignore this message.
Efrain is now viewing your screen.
7:18PM

Figure 37

Show/Hide Time:

This module enables you to check the time of arrival of messages at your local time.

To view/hide the chat time in the chat box, follow the steps listed below:

- Click on the " " button in the chat window to show the chat time.
- Click on the same plugin in the chat window to hide the chat time.

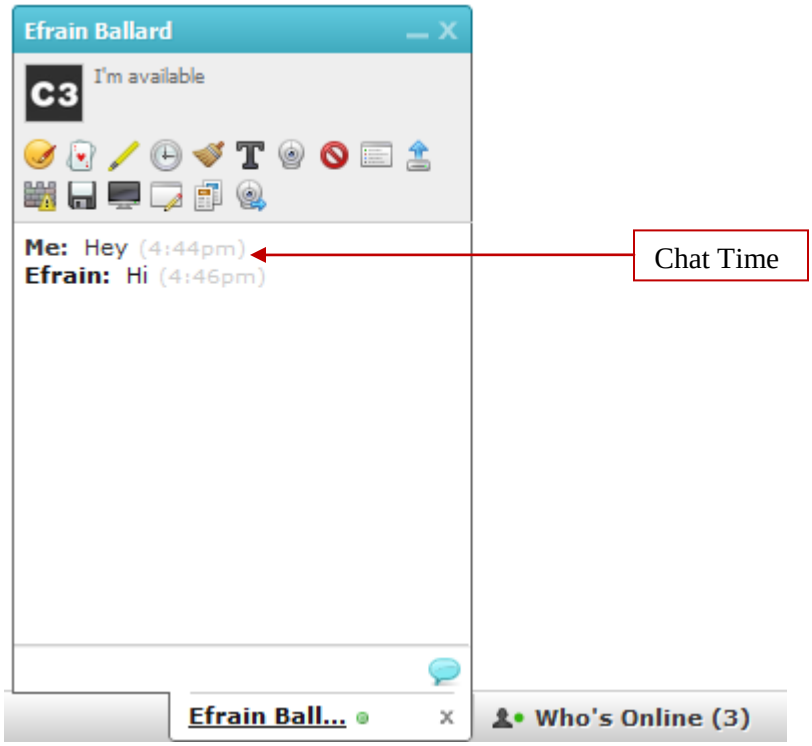


Figure 38

Clear Conversations:

You can clear your chat history anytime you want.

Clear your chat history by a single click on the "🧹" button.

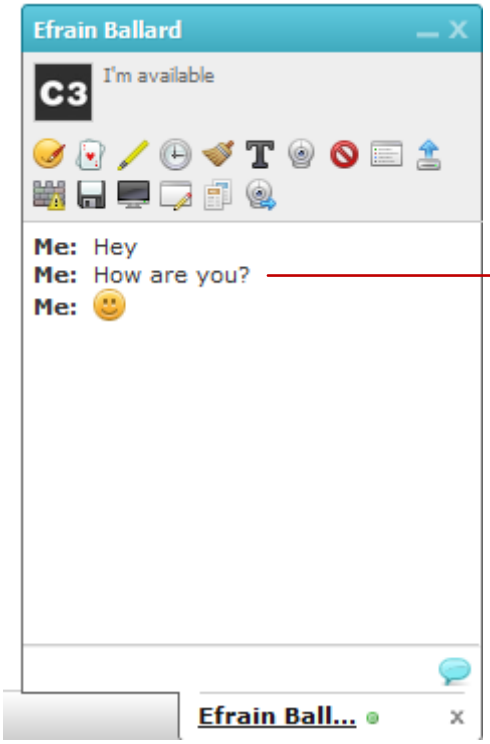


Figure 39

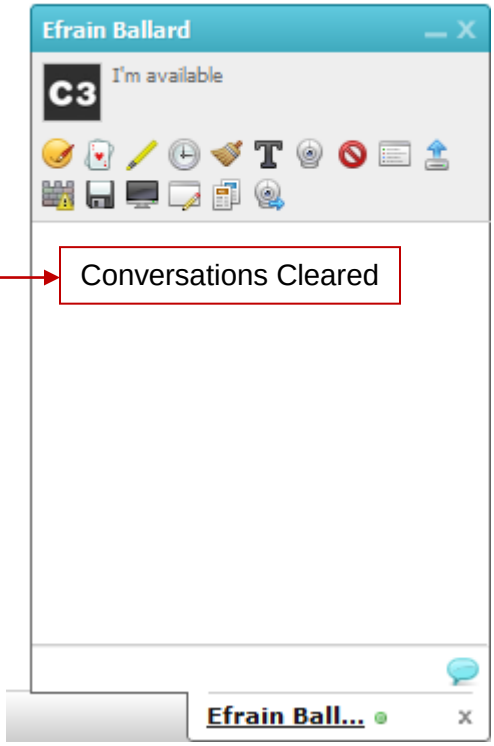


Figure 40

Play a Game:

You can engage yourself completely for hours by competing with your friends as the Chatoffers many interesting multi-player games.

To play a game with your online friend, follow the steps listed below:

- Select the friend from the friend list.
- Click on the " " button.
- Select the game which you would like to play.
- A message appears on the screen, if a successful request is sent to your friend.

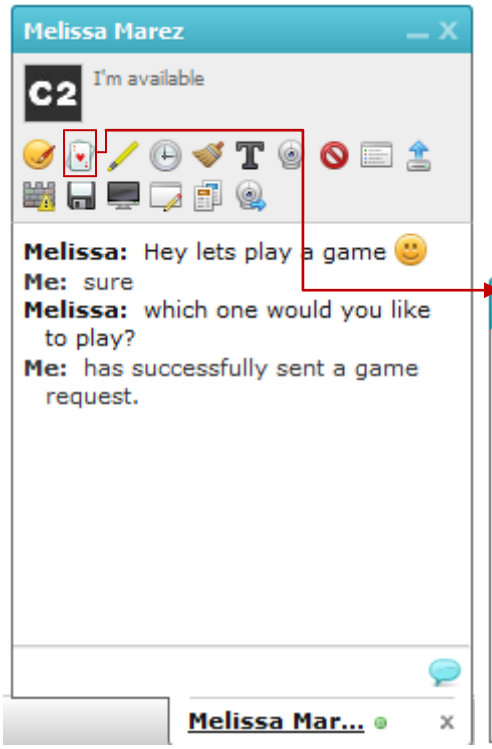

Melissa Marez
I'm available
Melissa: Hey lets play a game
Me: sure
Melissa: which one would you like to play?
Me: has successfully sent a game request.
Melissa Mar...

Figure 41

Figure 42

- Your friend can either accept or decline the game request that you have sent.
- If the game request is accepted, you will receive a message accordingly.
- Then click on the link "Click here to launch the game window" that appears in the chat box to start the game.
- As the link is clicked, game is launched in a new window.

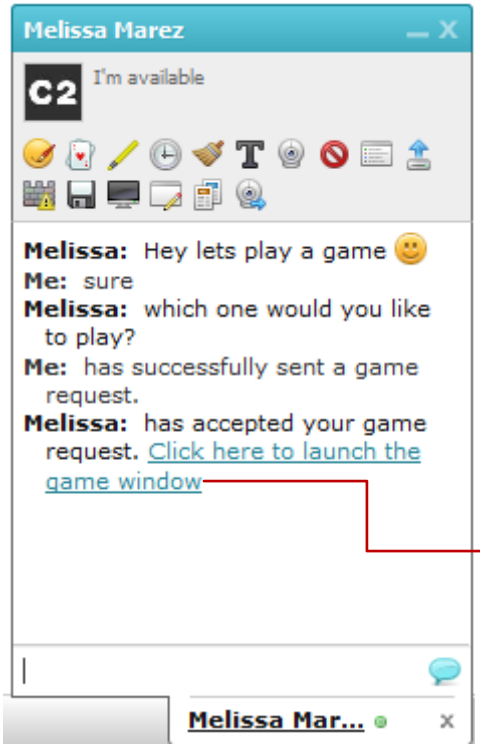

Melissa Marez
I'm available
Melissa: Hey lets play a game
Me: sure
Melissa: which one would you like to play?
Me: has successfully sent a game request.
Melissa: has accepted your game request. Click here to launch the game window
Melissa Mar...

Figure 43

Figure 44

Handwrite a Message:

It is not always necessary to type a message and then send that message to your friend.

If you are bored of this, you have an alternative of using your mouse as a paintbrush where you can simply draw your thoughts and then send it to your friend.

To handwrite a message, follow the steps listed below:

- Select a friend from your friend list.
- Click on the "✎" button.
- A new window opens where you can handwrite a message.
- Once the message is written, click on the "Send" button to send the handwritten message.
- In the "Handwrite a message" window there are options to erase the contents and to change the width and color of the brush.

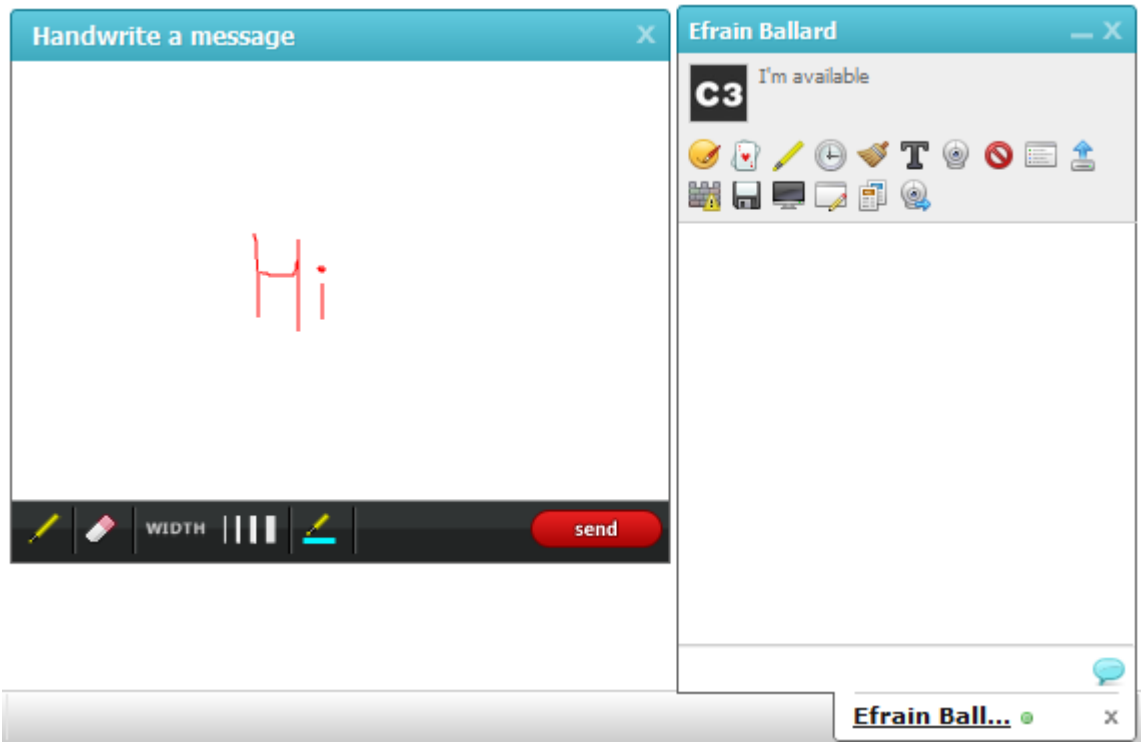


Figure 45

Report Conversation:

You can report conversations directly to the administrator of the website if you find them inappropriate.

To report a conversation, follow the steps listed below:

- Click on the“ ” button.
- A new window pops out where you have to type the reason for reporting a user.
- Click on the “Report User” button.
- A message “Thank you for reporting this user” will be flashed on your screen and the window will close automatically.

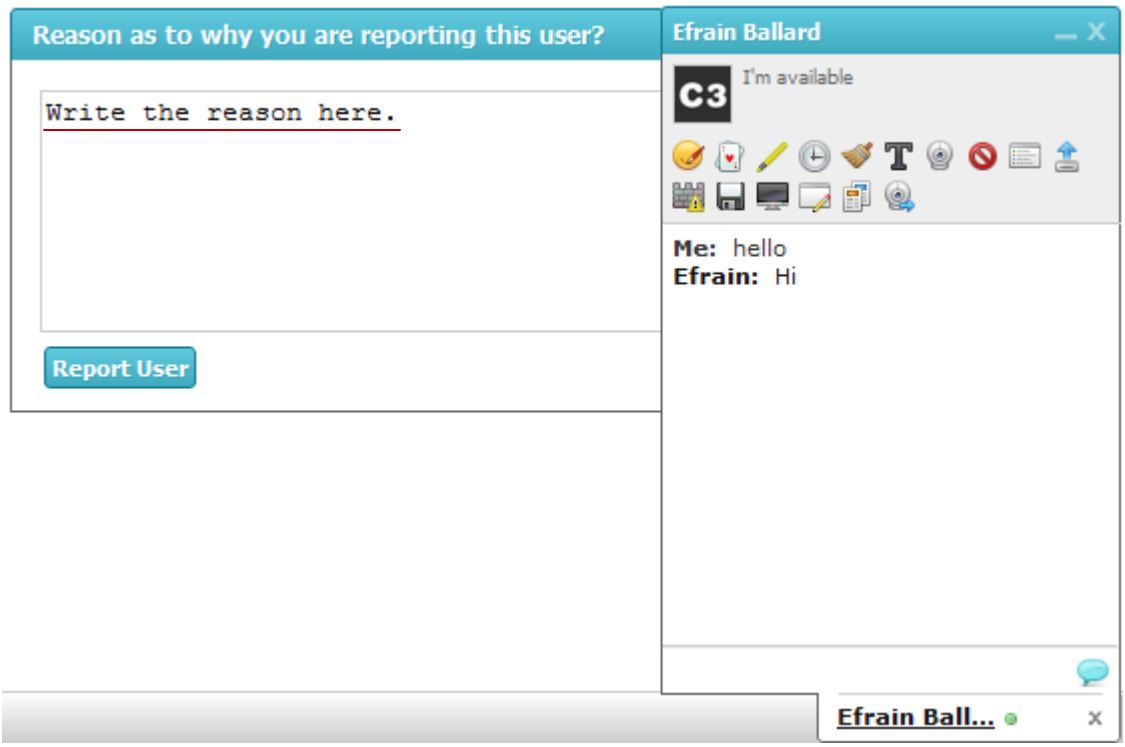


Figure 46

Save Conversation to Desktop:

You can keep local records of your chat conversation by downloading the entire conversations as text files to your desktop.

To save a conversation that you had with your friend, click on the "💾" button.

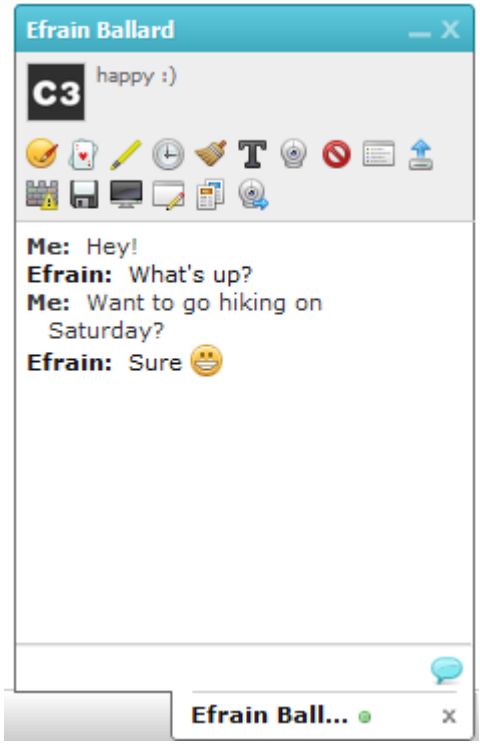


Figure 47

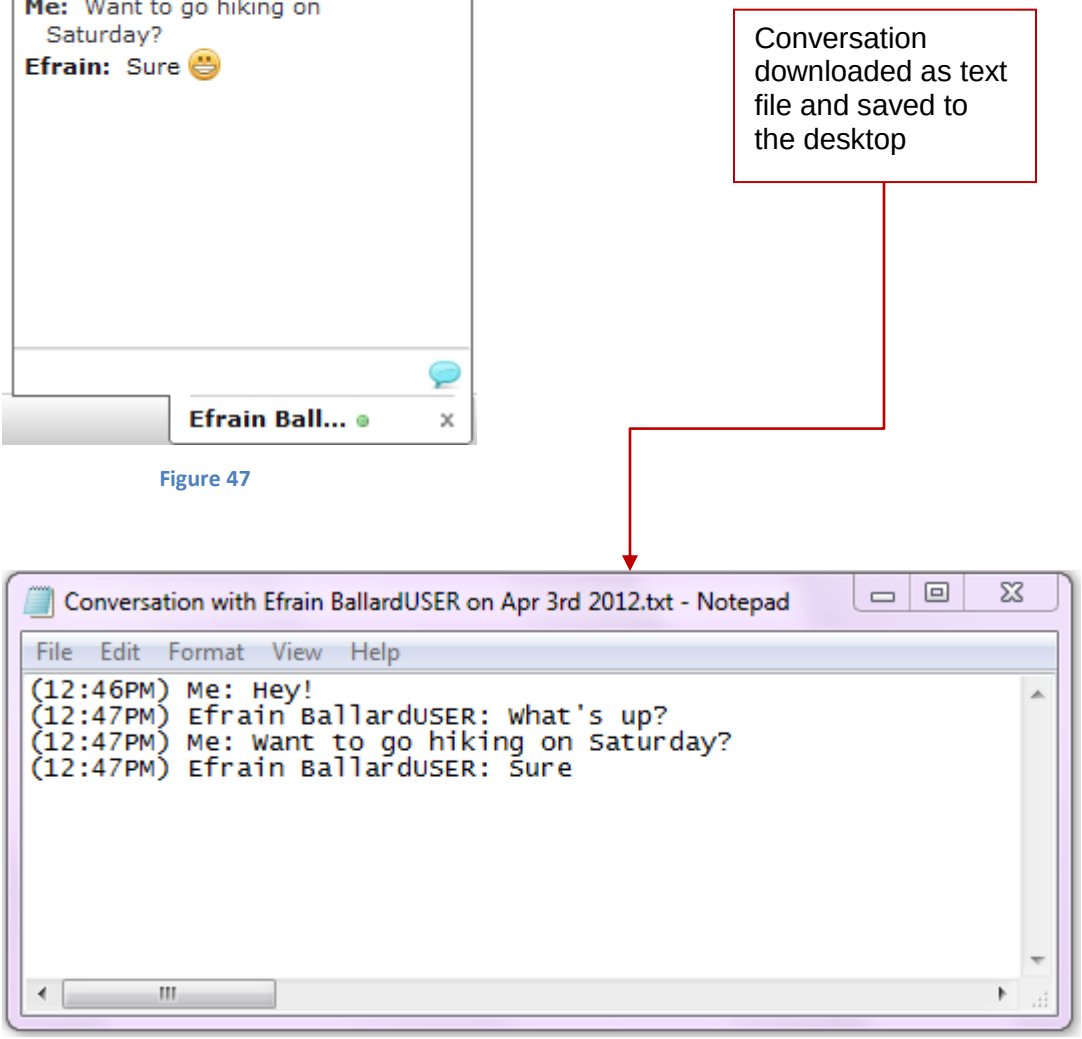

Conversation downloaded as text file and saved to the desktop
Conversation with Efrain BallardUSER on Apr 3rd 2012.txt - Notepad
File Edit Format View Help
(12:46PM) Me: Hey!
(12:47PM) Efrain BallardUSER: What's up?
(12:47PM) Me: Want to go hiking on Saturday?
(12:47PM) Efrain BallardUSER: Sure

Figure 48

Send a File:

You can quickly send a file to your friend at great ease by using the file transfer facility.

To send a file to your friend, follow the steps listed below:

- Click on the " "button.
- A new window will open where you have to select the file which you would like to send.
- Click on the "Send file" button.
- The selected file will be automatically sent.You will receive a message: "has successfully sent a file (abc.txt)".
- Your friend will receive a message and a link "Click here to download the file" to download the file that you have sent.

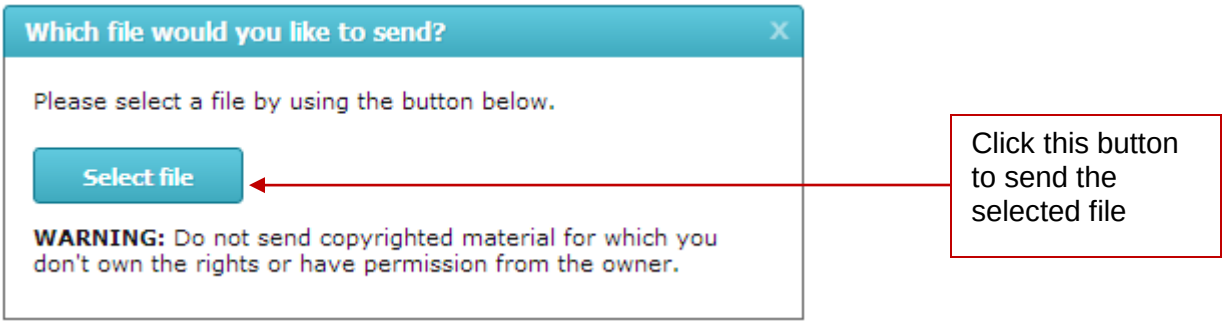

Which file would you like to send?
Please select a file by using the button below.
Select file
WARNING: Do not send copyrighted material for which you don't own the rights or have permission from the owner.
Click this button to send the selected file

Figure 49

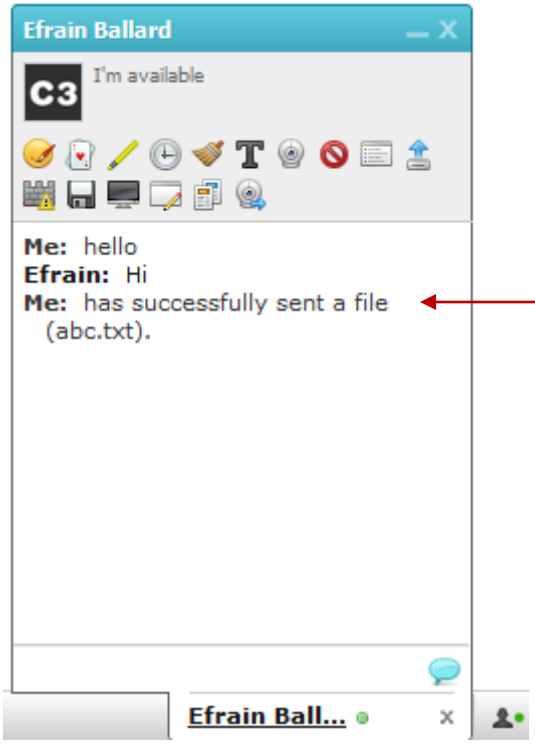


Figure 50

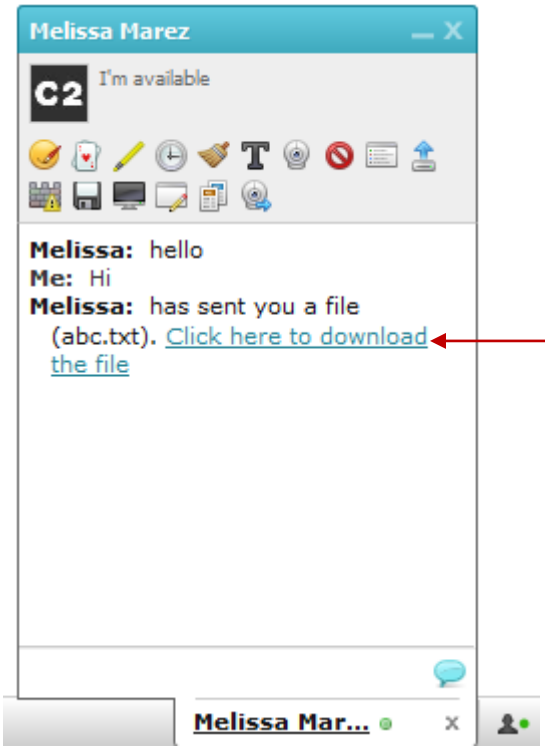

Melissa Marez
I'm available
Melissa: hello
Me: Hi
Melissa: has sent you a file (abc.txt). Click here to download the file
Melissa Mar...
Link that your friend has to click to download the file

Figure 51

Add a Smiley:

Smileys are a fun way of expressing oneself! You can express yourself to the fullest as theChat offers a list of smileys that you can add while chatting which will emote and make your conversation more expressive.

To add a smiley, follow the steps listed below:

- Click on the " " button.
- Choose the smiley which you would like to send to your friend.

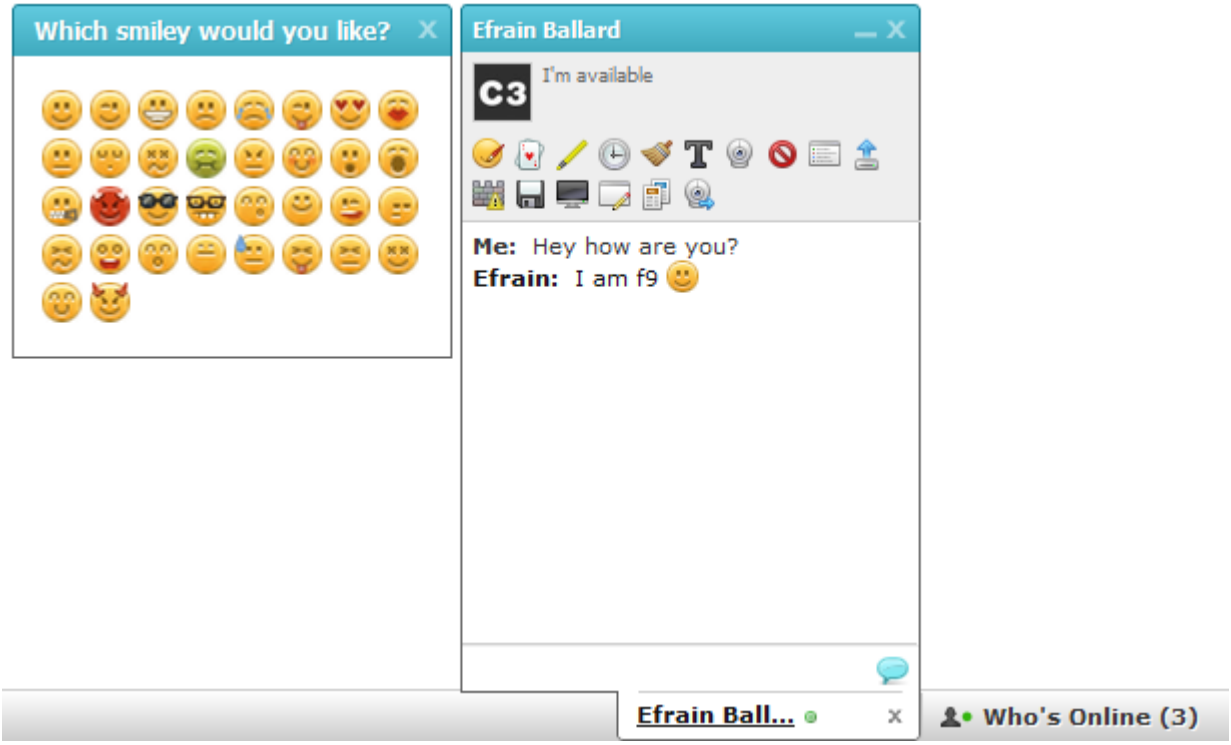


Figure 52

Color your text:

You can use different colors while chatting in Chatroomsto easily distinguish your chat from other users.

To color your text, follow the steps listed below:

- Click on the "" button.
- Choose the color which you would like to use from the options given in the pop up window.

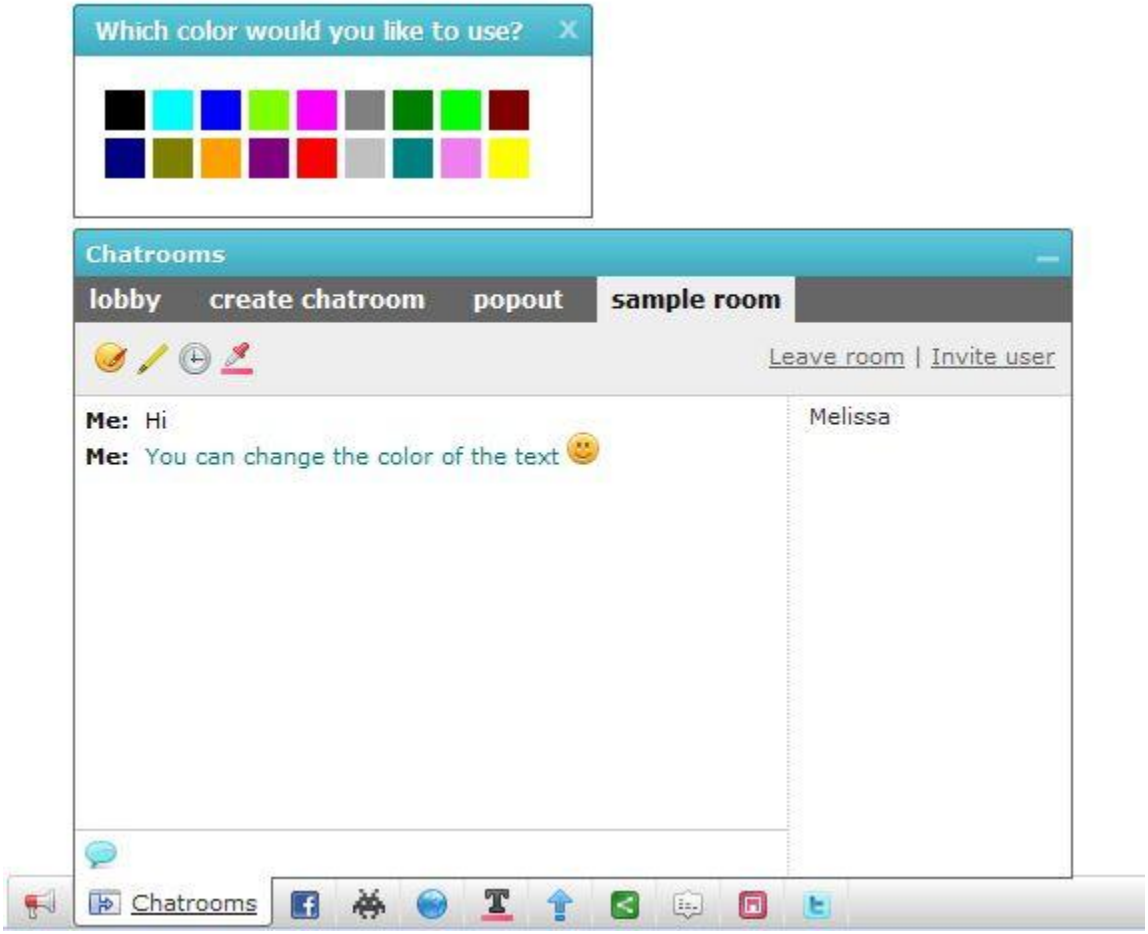


Figure 53

Chat Options:

Click on the ‘ ’ icon to change the general options.

Figure 54

Use this Option tab to change name (only for guest users), set your status, update a custom message and enable/disable sound and popup notifications.

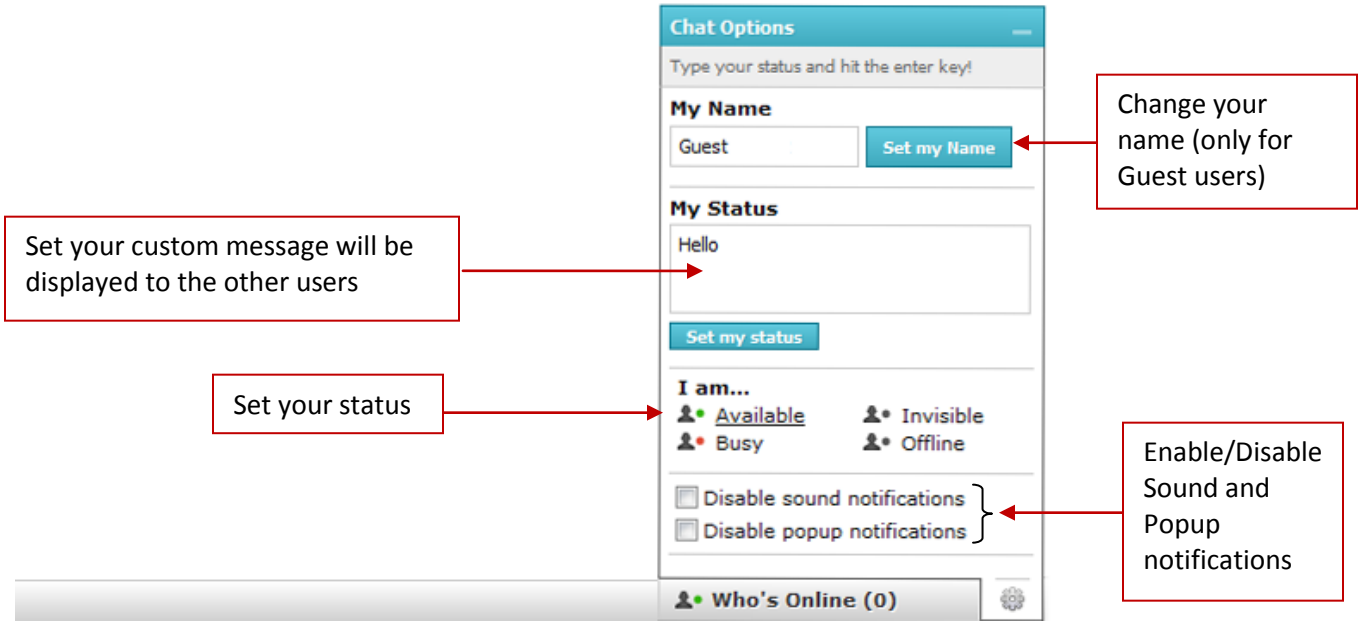


Figure 55

More Features (Module)

Translate Conversations:

You can choose your native language i.e. the language in which you would like all your conversations to be translated. Once you select a language, all the incoming conversations will be automatically translated to your language.

E.g. If Melissa Marez understands only German and if Efrain Ballard types in English then she can always translate the conversation to German.

Click on the "T" button to translate a conversation.

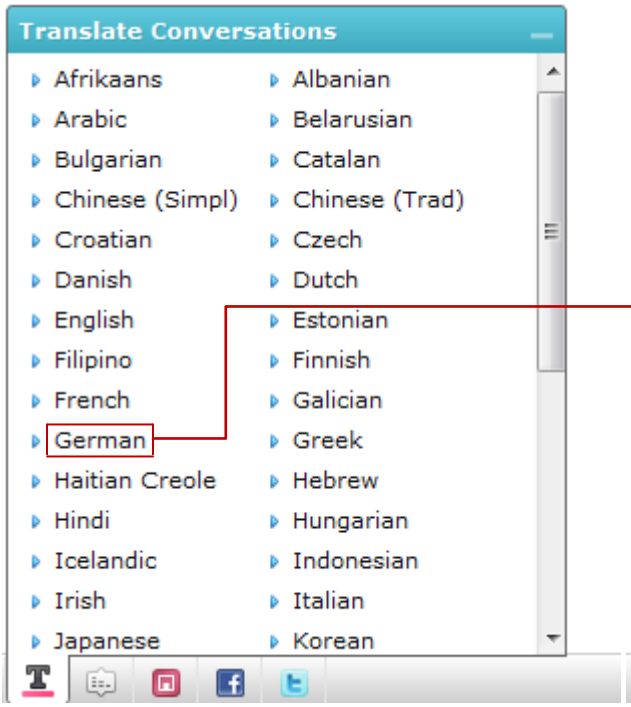


Figure 56

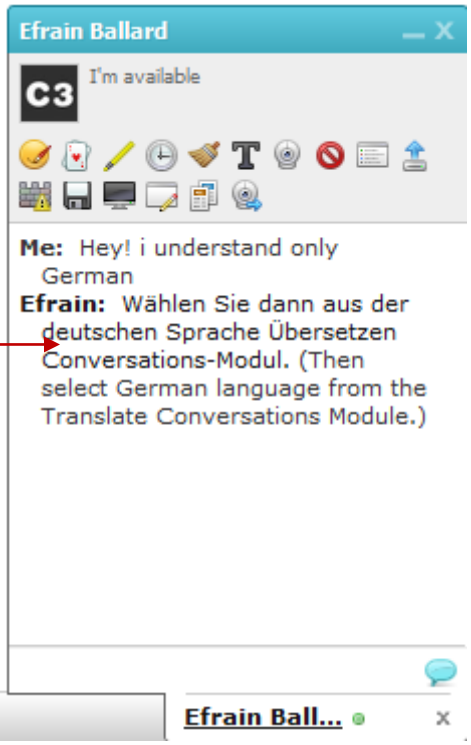

Efrain Ballard
I'm available
Me: Hey! i understand only German
Efrain: Wählen Sie dann aus der deutschen Sprache Übersetzen Conversations-Modul. (Then select German language from the Translate Conversations Module.)
Efrain Ball...

Figure 57

More Features (Plugins)

Write in your language:

This plugin allows you to type in English and convert the text to your native language. Here you can choose from over 20 languages.

Transliteration offers to represent (letters or words) in the corresponding characters of another alphabet.

Note that this is not same as translation; it is the sound of the words that are converted from one alphabet to the other, not their meaning.

To transliterate, follow the steps listed below:

- Click on the "T" button and choose your language
- Write in your language in the space provided.
- Click on the "Send" button after writing your message.

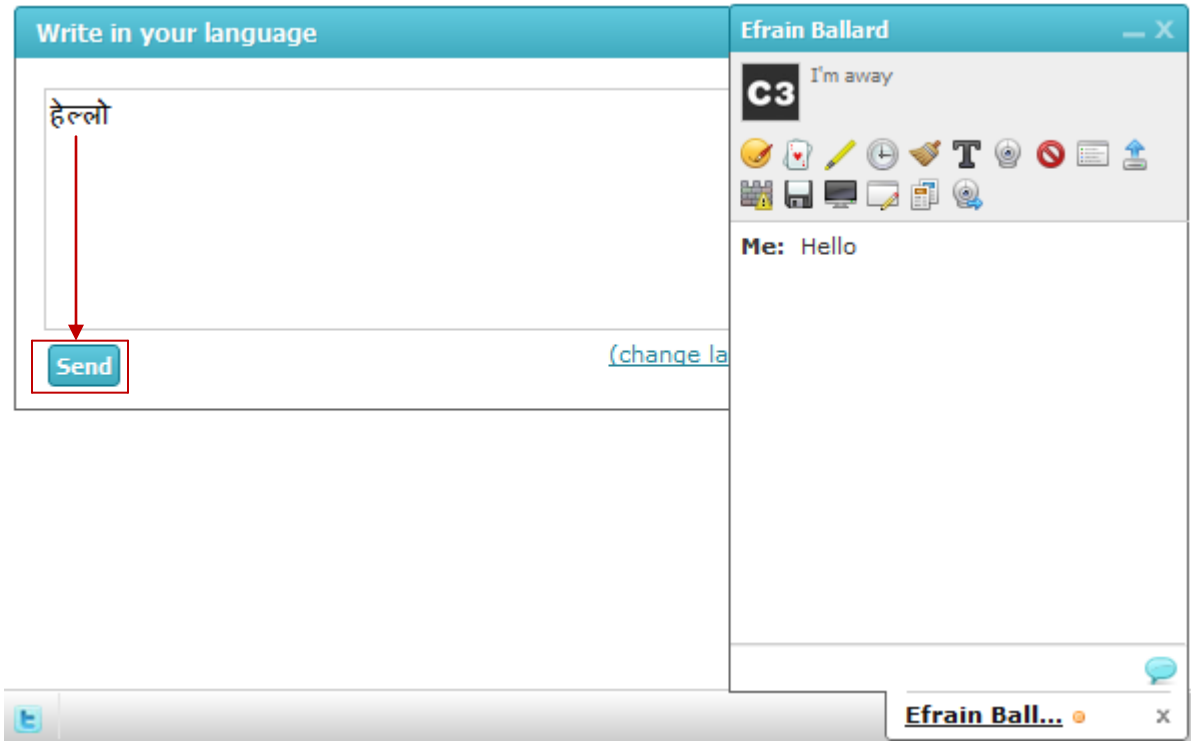


Figure 58

- To Change the language click on the "(change language)" button.
- A window pops out and you can select the language accordingly.

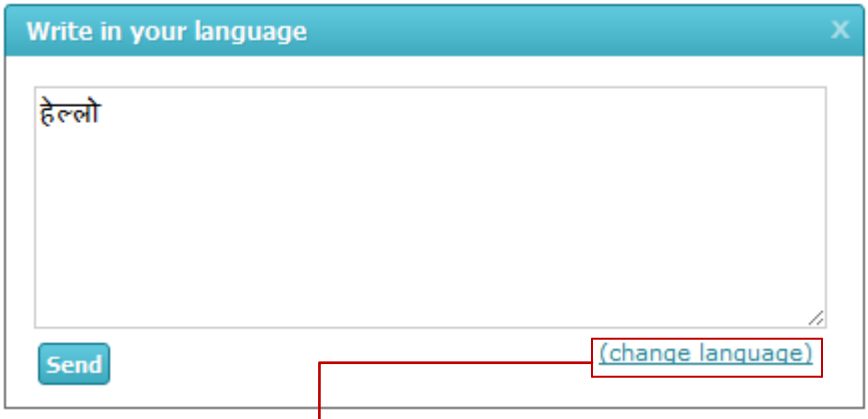


Figure 59

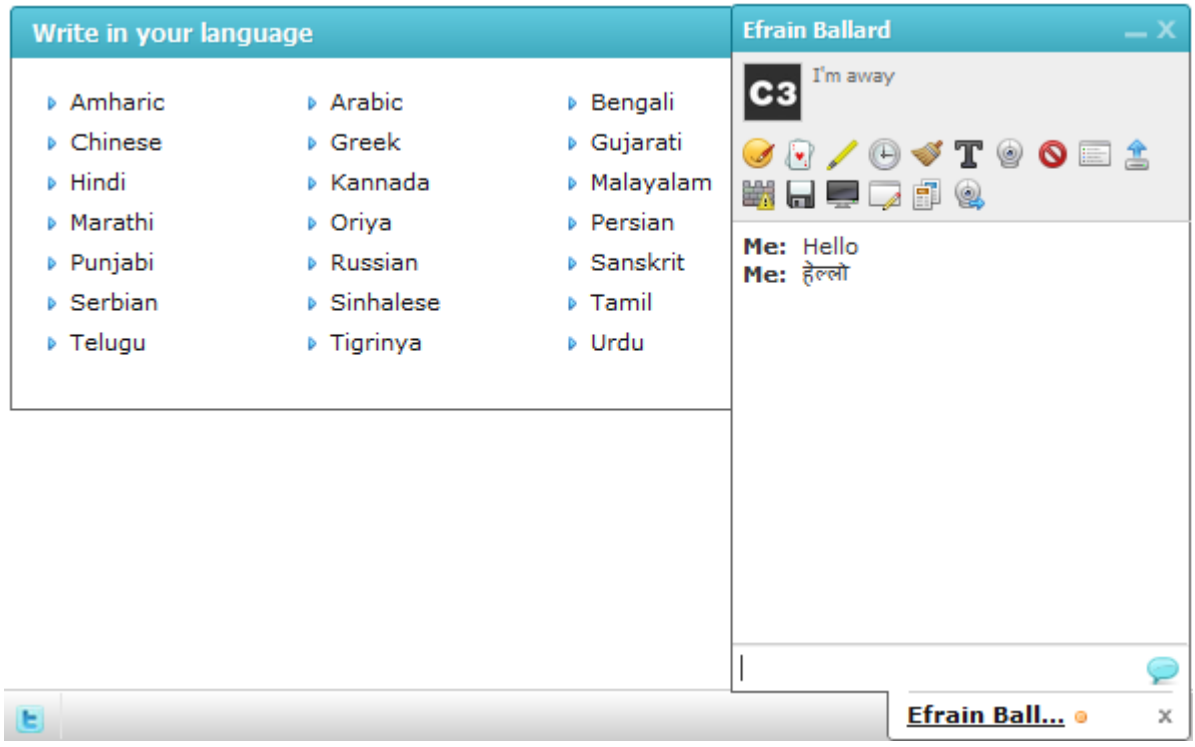


Figure 60

More Features (Extensions)

Connect to Facebook/Gtalk:

To chat with your Facebook and Gtalkfriends,follow the steps given below:

- Click on the “Who’s online” Tab.
- In the “Who’s Online” window, click on the “Connect to Facebook/Gtalk” button.

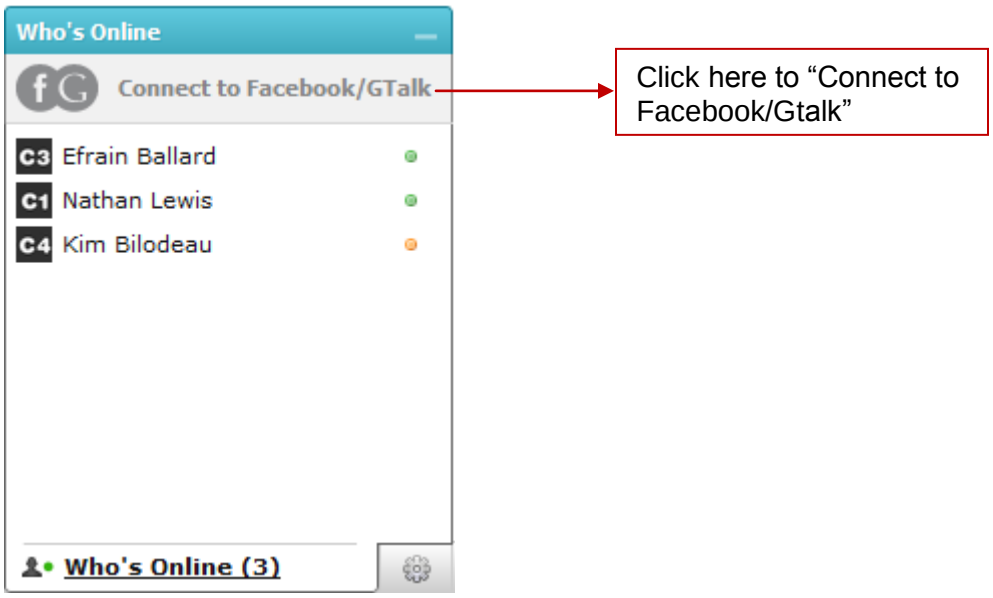


Figure 61

- A new window opens when you click on the “Connect to Facebook/Gtalk” button.
- To connect to Gtalk Chat, enter your user credentials in the space provided and click on the “Signing to Gtalk” button.
- To connect to Facebook friends, click on the “Login with Facebook” button.

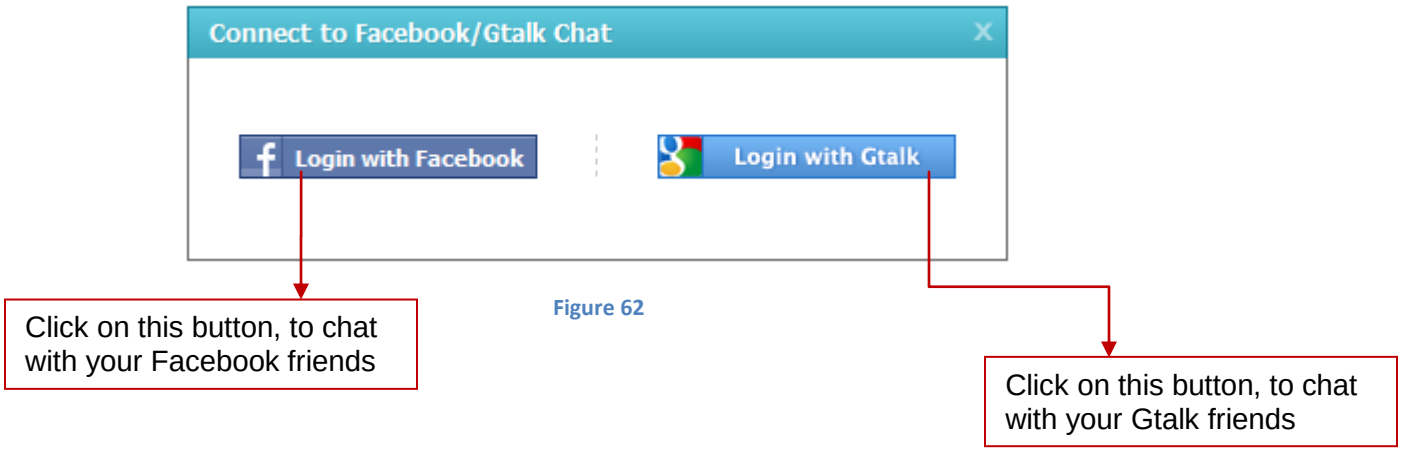

Connect to Facebook/Gtalk Chat
Login with Facebook
Login with Gtalk
Click on this button, to chat with your Facebook friends
Click on this button, to chat with your Gtalk friends

Figure 62

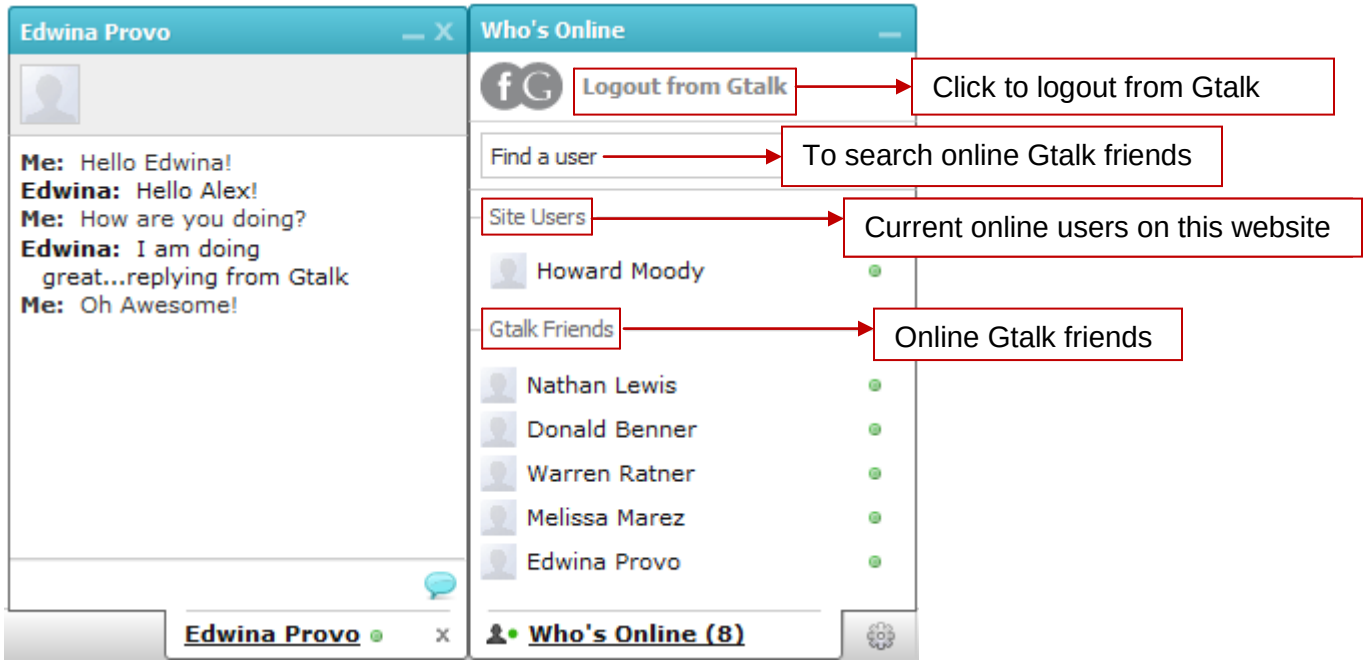


Figure 63

Frequently Asked Questions

1. I missed out on an announcement. How to view it?

- You can always view old announcements by clicking on the Announcements module on the chat bar.

2. I am not able to understand the language used by the other user?

- You can always click on the “Translate conversations” module and select the language which you understand. All future conversations with that user will be translated to the language which you have chosen.

3. I need to change my status?

- Click on the “Chat options” button and type in your current status and then click on the set my status option.

4. How to unblock a user?

- Click on the “Chat options” button located besides the “Who’s Online” tab.
- Then click on the “Manage blocked users” link and select the user you would like to unblock.

5. How to change the look of the chat bar?

- Click on the change theme module and select the theme of your choice from the given options to change the look and feel of the chat bar.

6. What is the difference between Single player games and play a game?

- “Single player games” is a module which can be used by a single online user to play a game “Play a game” is a plugin which can be used for multi player games i.e. two or more online users can play a game with each other.

7. I accidentally cleared my conversations with my friend?

- You can always view your previous conversation by clicking on the “View Chat History” option.

8. Someone is sending me spam messages?

- You can always notify the administrator of the website about such online users by simply clicking on the “Report Conversations” plugin and writing a valid reason in the text area provided in “Report Conversation” window.

9. How can I set my status message?

- To set a status message, click on the “Chat Option” on the chat bar.
- Then click on the “Set my status” button to set or type your message in the area provided.

10. How can I create my own chat group?

- To create your own chatroom, click on “create chatroom” tab in the chatroom module. Select “Password-protected room” from the “Type” dropdown box and set a name and password for the chatroom accordingly.

11. How can I translate the entire web page?

- Click on the “Translate Page” module, a window opens. Now choose the language in which you would like to view the page.

12. How do I save a conversation to my desktop?

- To save a conversation that you had with your friend, click on the “ ” button.

13. How can I view my friend’s profile?

- To view your friend’s profile, click on your friend’s profile name or avatar in the chat box.

14. How can I Kick a user from my chatroom?

- Click on the name of the user you would like to kick.
- Click on the “Kick” button on the dialog box that appears on the screen.

15. How can I Ban a user from my chatroom?

- Click on the name of the user you would like to Ban.
- Click on the “Ban”button on the dialog box that appears on the screen